**Task Instructions**

Using the **Project Charter template**, fill in the following sections:

1. **Project Title**
   * Give your project a clear and professional title.
2. **Project Purpose / Business Case**
   * Why is this project needed? What problems will it solve?
3. **Objectives**
   * List 3 measurable goals for the project.
4. **Scope**
   * Identify what is included and what is excluded.
5. **Deliverables**
   * State the key outputs (e.g., working LMS, training manuals).
6. **Stakeholders**
   * List at least 3 key stakeholders and their roles.
7. **Project Team Roles & Responsibilities**
   * Assign roles to your team members (e.g., ICT Specialist, Trainer, Project Manager).
8. **Timeline / Milestones**
   * Create a simple schedule with at least 3 milestones.
9. **Budget**
   * Suggest a rough estimate for software, training, and resources.
10. **Risks & Mitigation**
    * Identify 2 risks and propose solutions.
11. **Success Criteria**
    * Define how you will measure project success.