

***Project Charter***

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| **Project:** |  |

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| --- | --- |
| **Version** |  |
| **Author** |  |
| **Date** |  |

**Contacts:**

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| --- | --- |
| **Project Title** |  |
| **Project Manager** |  |

**Document Control:**

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| --- | --- | --- | --- |
| **Date** | **Author** | **Version** | **Change Reference** |
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**Reference Documents:**

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| **Document/File Name** |
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**Approvals/Reviews:**

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| **Approvals/Reviews** | **Date** |
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# Background

# Project Description

## Problem Statement:

## Strategic Alignment

## Goals and Objectives

## Target Audience

## Sponsors and Stakeholders

### Business Sponsors

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Role** |
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### Primary Stakeholders

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| **Name** | **Role** | **Project Stake/Interest** |
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### Secondary Stakeholders

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| **Stakeholder** | **Project Stake/Interest** |
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## Project Approach and Scope

### In Scope:

### Out of Scope

## Project Deliverables

## Milestones (Project Summary Schedule) e.g. Timelines

|  |  |
| --- | --- |
| **Milestones (chronological order)** | **Targeted Completion** |
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## Assumptions and/or Dependencies

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| **Assumptions** |
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| **Dependencies** |
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## Risks and/or Issues

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| **Risk** | **Mitigation Strategy** |
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## Financial Summary

# Project Organization

## Project Team

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| **Member** | **Role** |
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## Governance structure (for project)

# References