

Project Charter

1.0 Project Identification

Name of Project

Sponsor
(Accountable)

Project Manager
(Responsible)

Project Team
Members
(Responsible or
Consult)

Approved Budget

2.0 Business Need

3.0 Project Objectives (Purpose)

4.0 Project Scope

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5.0 Stakeholders

Name	Consult or Inform

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.		
2.		
3.		

7.0 Risks

Severity	Description	Mitigation Tactic
High		
Medium		
Low		

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

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