

# 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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