

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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