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| **PROJECT CHARTER** | | | |
| **Project Name** |  | | |
| **Project Sponsor** |  | **Project Manager** |  |
| **Date of Project Approval** |  | **Last Revision Date** |  |
| **Project Description** |  | | |
| **Scope and boundaries** |  | | |
| **Project Constraints** | **Time** | Start:  Finish: | |
| **Budget** |  | |
| **Project Objectives** | 1.  2.  3.  4.  5. | | |
| **Project Deliverables and milestones** |  | | |
| **Steering Committee** |  | **Project Team Members** |  |
| **Key Stakeholders** | Could use Stakeholder register here | | |
| **Communication Approach** | Short write of general communication approach | | |
| **Key Risks** | Could use Risk Register here | | |
| **Approval** | Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |