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| --- |
| **PROJECT CHARTER** |
| **Project Name** |  |
| **Project Sponsor** |  | **Project Manager** |  |
| **Date of Project Approval** |  | **Last Revision Date** |  |
| **Project Description** |  |
| **Scope and boundaries** |  |
| **Business Case** |  |
| **Project Constraints** | **Time** | Start Date:Finish Date: |
| **Budget** |  |
| **Project Objectives** | 1.2.3.4. |
| **Project Deliverables and milestones** |

|  |  |
| --- | --- |
| **Milestone** | **Delivery Date** |
|  |  |
|  |  |

 |
| **Project Board** | * X
* Y
* Z
 | **Project Team Members** | * X
* Y
* Z
 |
| **Key Stakeholders** |

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| --- | --- | --- | --- | --- |
| **Stakeholder** | **For/Against** | **Power** | **Interest** | **Strategy** |
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| **Communication Approach** |

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| --- | --- | --- | --- |
| **Communication Event** | **Purpose** | **Medium/Channel** | **Audience** |
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| **Key Risks** |

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| --- | --- | --- | --- |
| **Risk** | **Probability** | **Impact** | **Response** |
|  |  |  |  |
|  |  |  |  |
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| **Approval** | Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |