

# PROJECT CHARTER

Project Title: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Project Customer: \_\_\_\_\_

**Project Purpose or Justification:**

**Project Description:**

**Project and Product Requirements:**

**Acceptance Criteria:**

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**Initial Risks:**

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| Project Objectives | Success Criteria | Person Approving |
|--------------------|------------------|------------------|
|--------------------|------------------|------------------|

**Scope:**

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**Time:**

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**Cost:**

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**Quality:**

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**Other:**

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[illegible]

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**Estimated Budget:**

**Project Manager Authority Level**

**Staffing Decisions:**

**Budget Management and Variance:**

**Technical Decisions:**

**Conflict Resolution:**

**Approvals:**

\_\_\_\_\_  
Project Manager Signature

\_\_\_\_\_  
Sponsor or Originator Signature

\_\_\_\_\_  
Project Manager Name

\_\_\_\_\_  
Sponsor or Originator Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date