**Project Charter Template**

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| **1. General Project Information** | | | | | | |
| Project Title: | | **[Choose a title that reflects your project direction]** | | | | |
| Prepared By: | | **[Your name or team name]** | | | | |
| Project Purpose | | **[Summarize the current issue]** | | | | |
| Project Objectives | | **[Define what success looks like]** | | | | |
| **2. Project Team** | | | | | | |
| **Name** | | | **Role/Responsibility** | **Contact (email or preferred)** | | |
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| **3. Stakeholders** | | | | | | |
| **Name** | | | **Title** | **Role** | | |
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| **4. Project Scope Statement** | | | | | | | |
| **Scope** | | | | | | | |
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| **Out of Scope** | | | | | | | |
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| **Deliverables** | | | | | | | |
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| **Assumptions** What are the assumptions that will guide this project? | | | | | | | |
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| **4. Project Milestones** | | | | | | | |
| **Milestone** | | **Notes** | | | | **Deadline** | **Status** |
| Complete Project Charter | |  | | | |  | In Progress |
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| **5. Project Risks** | | | | | | | |
| **Risks** | | | | | | **Risk Chance (Low, Med, High)** | |
| What are some possible risks of this project? | | | | | |  | |
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| **6. Notes** | | | | | | | |
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