# Project Charter

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| 1.0 Project Identification |
| **Name** |  |
| **Description** |  |
| **Sponsor** |  |
| **Project Manager** |  |
| **Project Team**  |  |
| **Project Stakeholder** |  |

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| 2.0 Business reasons for project |
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| **3.0 Project OBJECTIVES (purpose)** |
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| **4.0 Project Scope** |
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| **5.0 key Project DELIVERABLES** |
| **Name** | **Description** |
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| **6.0 Milestone dates** |
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| **Item** | **Major Events / Milestones** | **Dates**  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
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| 9. |  |  |
| 10. |  |  |
| 11. |  |  |
| 12. |  |  |

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| **7.0 key ISSUEs** |
| Severity | **Description** |
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| **8.0 RISKS** |
| **Severity** | **Description** |
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| **9.0 Project’s criteria for success (must be measurable)** |
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| **10.0 critical success factors** |
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| **11.0 Sign-off** |
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| Prepared by: | Reviewed by: | Approved by:  |
|  |  |  |
| Project Manager | Head of PMO | Chief Technology Officer |
| Date:  | Date: | Date: |