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**Project Charter**

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| **1. PROJECT IDENTIFICATION** |
| Project Name |  |
| Project Dates |  |
| Project Purpose |  |
| Sponsor |  |
| Project Leaders |  |
| Project Team |  |
| Budget |  |

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| **2. BACKGROUND** |
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| **3. PROJECT OBJECTIVES** |
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| **4. PROJECT SCOPE** |
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| **5. KEY PROJECT DELIVERABLES** |
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| **Deliverable** | **Description** |
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| **6. MILESTONES** |
| **ITEM** | **EVENT/MILESTONE** | **DATE DUE** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |

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| **7. KEY ISSUES** |
| **1** |  |
| **2** |  |
| **3** |  |
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| **8. PROJECT ASSUMPTIONS** |
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| **9. CRITERIA FOR SUCCESS** |
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| **10.0 CRITICAL SUCCESS FACTORS** |
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