**PROJECT CHARTER**

Project title: Project sponsor: Date Prepared:

Project manager: Project customer:

Project Purpose:

high-level Project Description:

Project boundaries:

key Deliverables:

high-level requirements:

overall Project risk

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**PROJECT CHARTER**

Project objectives success criteria

scope:

time:

cost:

other:

|  |  |
| --- | --- |
| summary milestones | Due Date |
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**PROJECT CHARTER**

Preapproved Financial resources:

|  |  |
| --- | --- |
| stakeholder(s) | role |
|  |  |
|  |  |
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Project exit criteria:

Project manager authority level:

staffing Decisions:

budget management and Variance:

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**PROJECT CHARTER**

technical Decisions:

conflict resolution:

sponsor authority:

approvals:

Project manager signature sponsor or originator signature

Project manager name sponsor or originator name

Date Date

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**ASSUMPTION LOG**

Project title: Date Prepared:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ID | category | assumption/constraint | responsible Party | Due Date | actions | status | comments |
|  |  |  |  |  |  |  |  |
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**STAKEHOLDER REGISTER**

Project title: Date Prepared:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name | Position/role | contact Information | requirements | expectations | classification |
|  |  |  |  |  |  |
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**STAKEHOLDER ANALYSIS**

Project title: Date Prepared:

|  |  |  |  |
| --- | --- | --- | --- |
| name or role | Interest | Influence | attitude |
|  |  |  |  |
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