**Project Charter Template:**

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| --- | --- |
| **Project Title:** |  |
|  |  Research/Recommendation Implementation |

**Project Players:**

|  |  |
| --- | --- |
| Corporate Sponsor: |  |
| Project Manager: |  |
| Team Players/Roles: |  |
| Stakeholders: |  |
| Other Key Players: |  |

**Project Definition:**

|  |  |
| --- | --- |
| Definition of Current State: |  |
| Background/Business Reason for Project: |  |
| Project Purpose/Goals/Objectives |   |
| Anticipated Project Scope/ Deliverables (What “Done” Looks Like): |  |
| Anticipated Business Impact: |  |

**Project Schedule:**

|  |  |
| --- | --- |
| Estimated Project Launch Date: |  |
| Project Delivery Target Date: |  |
| Key Milestone Target Dates: |  |
| Project Team Meeting Schedule: |  |

**Inter-related Projects:**

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| --- |
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|  |

**Anticipated Project Risks:**

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| --- |
|  |

**Project Costs:**

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| --- |
|  |

**Project Signoff/Approval Process:**

|  |  |
| --- | --- |
| Scope Changes |  |
| Final Deliverables |  |

**Project Communication/Training Plan:**

|  |  |
| --- | --- |
|  |  |