Project Charter Template

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| Project Title: |  |
|  | Research Implementation |

Project Players:

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

Project Definition:

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

Project Schedule:

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

Inter-related Projects:

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Contingencies/Dependencies:

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Project Budget/Costs:

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Project Signoff/Approval Process:

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| Scope Changes |  |
| Final Deliverables |  |

Project Communication/Training Plan:

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