Project Charter

<Project Title>

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| Project Name: |  |
| Project Manager: |  |
| Project Sponsor: |  |

1. PROJECT DESCRIPTION

<Briefly describe the project.>

2. PROJECT OBJECTIVES

<The specific, measurable outcomes that the project intends to achieve, and how they link to the objectives of the organisation.>

3. PROJECT DETAIL

3.1 Project Scope

<A high-level description of the work that will be performed and the project’s expected output(s).>

3.2 Project Schedule

<An outline of the project's key dates, milestones, or phases.>

3.3 Project Budget

<An estimate of the financial resources required for the project.>

4. KEY STAKEHOLDERS

<A list of individuals, teams, or organisations with power over and an interest in the project.>

5. PROJECT RISKS

<Potential issues that could affect the completion or success of the project, and constraints that limit options, such as available resources, regulations, cost and time.>

6. PROJECT GOVERNANCE

< The people within the organisation who will provide direction and oversight of the project and their terms of reference.>

7. AUTHORISATION

SIGNATURE Name & Title