**PROJECT CHARTER TEMPLATE**

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| **GENERAL PROJECT INFORMATION** | |
| Project Name: |  |
| Project Sponsor: |  |
| Project Manager: |  |
| Email Address: |  |
| Phone Number: |  |
| Organizational Unit: |  |
| Process Impacted: |  |
| Expected Start Date: |  |
| Expected Completion Date: |  |
| Expected Savings: |  |
| Estimated Costs: |  |
| Green Belts Assigned: |  |
| Black Belts Assigned: |  |

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| **PROBLEM, ISSUE, GOALS, OBJECTIVES, DELIVERABLES** | |
| Problem or Issue: |  |
| Purpose of Project: |  |
| Business Case: |  |
| Goals/Metrics: |  |
| Expected Deliverables: |  |

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| **PROJECT SCOPE & SCHEDULE** | |
| Within Scope |  |
| Outside of Scope |  |

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| **PROJECT RESOURCES & COSTS** | |
| Project Team |  |
| Support Resources |  |
| Special Needs |  |

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| **PROJECT BENEFITS & CUSTOMERS** | |
| Process Owner |  |
| Key Stakeholders |  |
| Final Customers |  |
| Expected Benefits |  |

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| **PROJECT RISKS, CONSTRAINTS, ASSUMPTIONS** | |
| Risks: |  |
| Constraints: |  |
| Assumptions: |  |

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