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| --- | --- | --- | --- |
| **PROJECT CHARTER** | | | |
| **Project Name:** | | | |
| **Project Manager:** | | | |
| **Project Sponsor** | | | |
| **Project Start and End Date:** | | | |
| **Project Description** |  | | |
| **Project Objectives** |  | | |
| **Project Aims/Goals** |  | | |
| **Assumptions** |  | | |
| **Project participants:** | **Title:** | **Name:** | |
|  |  | |
| **Available resources/ Budget** |  | | |
| **Milestones:** | **Target Date** | **Actual Date** | **Deadline:** |
|  |  |  |
| **Potential risks/ Challenges** |  | | |
| **Approval:** | **Title and name:** | | **Date:** |