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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:** |