

ONE-PAGE PROJECT CHARTER

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DEFINE THE PROJECT RESOURCES AND COSTS				
PROJECT TEAM				
SUPPORT RESOURCES				
SPECIAL NEEDS				
COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
LABOR				
LABOR				
LABOR				
LABOR				
LABOR				
MISCELLANEOUS				
		TOTAL COSTS		
DEFINE THE PROJECT BENEFITS AND CUSTOMERS				
PROCESS OWNER				
KEY STAKEHOLDERS				
FINAL CUSTOMER				
EXPECTED BENEFITS				
TYPE OF BENEFIT	DESCRIBE BASIS OF ESTIMATE			EST BENEFIT
SPECIFIC COST SAVINGS				
ENHANCED REVENUES				
HIGHER PRODUCTIVITY (SOFT)				
IMPROVED COMPLIANCE				
BETTER DECISION MAKING				
LESS MAINTENANCE				
OTHER COSTS AVOIDED				
DESCRIBE PROJECT RISKS, CONSTRAINTS, AND ASSUMPTIONS				
RISKS				
CONSTRAINTS				
ASSUMPTIONS				
Prepared by:		Date:		



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