**SIMPLE PROJECT CHARTER FORM**

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| 1 | General Project Information |
| Project Name |  |
| Executive Sponsors |  |
| Department Sponsor |  |
| Project Impact |  |

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| 2 | Project Team |
| Project Manager Name | Department | Phone | Email |
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| Team Member Names | Department | Phone | Email |
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| 3 | Stakeholders |
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| 4 | Project Scope |
| Project Purpose / Business Justification |  |
| Objectives |  |
| Deliverables |  |
| Within Scope |  |
| Outside of Scope |  |
| Project Milestones |  |
| Risks  |  |
| Constraints |  |
| Assumptions |  |
| External Dependencies |  |

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| 5 | Communication Strategy |
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| 6 | Notes |
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| 7 | Sign-Off |
| Role | Name | Signature | Date |
| Executive Sponsor |  |  |  |
| Department Sponsor |  |  |  |
| Project Manager |  |  |  |

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