A close up of a logo

Description automatically generated

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| --- | --- | --- | --- | --- | --- | --- |
| <Project Name> Project Charter | | | | | | |
| **(S.M.A.R.T.) Project Description** |  | | | | | |
| **Project Need (Reasoning or Catalyst behind the project)** |  | | | | | |
| **Project Dates** | **Expected Start** | **Actual Start** | | **Expected End** | **Project Budget** | |
|  |  | |  |  | |
| **Stakeholders** | **Internal** | | | **Vendors** | **Partners** | |
|  |  | |  |  | |
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|  |  | |  |  | |
|  | **Requirements Related to Both Project and Product Scope** | | | | | |
| **Scope** | **Describe the features & functions**  **of the product / project** | | | **What will NOT be done in this project** | | |
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| **Milestones** | **List the milestones below** | | | **Due date** | | |
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| **Constraints, Assumptions, & Risks** | **Constraints** | | | **Assumptions** | | |
| **Time:** | | | 1. | | |
| **Resource(s):** | | | 2. | | |
| **Hardware/Software:** | | | 3. | | |
| **Equipment:** | | | **Risks** | | |
| **Communication:** | | | 1. | | |
| **Legal:** | | | 2. | | |
| **Other:** | | | 3. | | |
| **Signatures** | **Project Sponsor** | | | **Project Manager** | | |
| Printed Name: | | | Printed Name: | | |
|  | |  |  | |  |
| Signature | | Date | Signature | | Date |