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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 |