

PROJECT CHARTER REQUEST

SUBMITTER:

NAME:

REVIEW DATE:

PURPOSE

JUSTIFICATION

SCOPE

SUCCESS CRITERIA

BUDGET

PROJECT CHARTER REQUEST

SUBMITTER:

NAME:

REVIEW DATE:

TIMELINE

ASSUMPTIONS

RISKS

BUDGET RISKS

TIMELINE RISKS

RESOURCE RISKS

ADDITIONAL RISKS

PROJECT CHARTER REQUEST

SUBMITTER:

NAME:

REVIEW DATE:

KEY STAKEHOLDERS

NAME	ROLE

SPECIAL RESPONSIBILITIES

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PROJECT SIGN-OFF

PROJECT MANAGER

DATE

EXECUTIVE SPONSOR

DATE

PROJECT APPROVER

DATE