# Project charter template

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| **Project information** |
| **Project name** |
|  |
| **Team** |
| Name | Role | Telephone | Email |
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|  |  |  |  |
| **Scope** |
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| **Aims** |
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| **Budget and expectations** |
| **Budget** |
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| **Expectations** |
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| **Timeline and risk log** |
| **Milestones** |
| Milestone | Date |
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| **Risk log** |
| Risk | Mitigation |
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| **Communication** |
| **Internal** |
|  |
| **Stakeholders** |
|  |
| **Governance** |
| Name | Signature | Date |
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