**Project Charter**

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| **Project Title:**  |
| **Prepared By:**  |
| **Date:**  | **Version:** |
| **Problem Statement:** |
| **Background:** |
| **SMART Objectives:**1.2.3.4.5. |
| **In Scope:** | **Out of Scope:** |
| **Milestones:** | **Deliverables:** | **Date:** |
| * *Define Tollgate*
* *Measure Tollgate*
* *Analyse Tollgate*
* *Improve Tollgate*
* *Control Tollgate*
 |  |  |
| **Total Benefits:**1.
2.
 |
| **Risks:** |
| **Resources Required:** | **Costs or Constraints:** |
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| **Roles and Responsibilities** |
| **Sponsor (Mandatory signoff):** *Brief description about what is required from them* |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
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| **Project Manager (Mandatory signoff):**  *Brief description about what is required from them* |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
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| **Team Members (Recommended signoff):**  *Brief description about what is required from them* |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
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| **Project Support (Optional signoff):** *Brief description about what is required from them* |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
|  |
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| **Stakeholders (Optional Signoff):** *Brief description about what is required from them* |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
| *Insert Name* | *Insert Email* | *Insert Contact Number* |
| Signed: | Date: |
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| **Mandatory Project Charter Signoff** |
|  |  |
| Project Manager Project Sponsor |
| Signed:Date: | Signed:Date: |