**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:** | | | |
| **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: | |
|  | | | |
|  | | | |
| **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: | |