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| Charter Template | |
| **Prepared by** |  |
| **Date Issued** |  |
| **Project Name** |  |
| **Purpose of Project** |  |
| **Business Case/Need**(Business reasons for the project) |  |
| **Team Members** |  |
| **Estimated duration of the project** |  |
| **Functional Areas Involved** |  |
| Suppliers to the Process |  |
| **Project Scope (start/end)** |  |
| **Not included in Scope** |  |
| **Project Goal(s)**  (What is it intended to achieve?) |  |
| **Estimated Cost $** |  |
| **Timeline and estimated project completion date** |  |
| **Estimated Savings $** |  |
| **Final Deliverable(s)** |  |
| **Team Leader Signature** |  |
| **Management Signature** |  |