

ADVANCED PROJECT CHARTER FORM

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GENERAL PROJECT INFORMATION

PROJECT NAME		PROJECT MANAGER	PROJECT SPONSOR
EMAIL		PHONE	ORGANIZATIONAL UNIT(S)
EXPECTED SAVINGS	ESTIMATED COSTS	EXPECTED START DATE	EXPECTED COMPLETION DATE

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	
BUSINESS CASE	
GOALS / METRICS	
EXPECTED DELIVERABLES	

PROJECT SCOPE

WITHIN SCOPE	
OUTSIDE OF SCOPE	

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY	TITLE	DATE

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