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| **Project Charter** |
| **Project Name** |  |
| **Project Description** |  |
| **Project Manager** |  | **Date Approved** |  |
| **Project Sponsor** |  | **Signature** |  |
| **Problem Opportunity Statement** | **Expected Goals/Deliverables (Scope)** |
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| **Team Members** |  |
| **Name** | **Role** |  |
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| **Risks and Concerns** | **Milestones** |
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