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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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