**A3 Project Charter Template**

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| --- | --- |
| PROJECT NAME | Name |
| PROJECT MANAGER | Name |
| PROJECT SPONSOR | Name |
| START DATE | MM/DD/YY |
| EXPECTED END DATE | MM/DD/YY |
|  |  |  |  |  |  |  |
| TEAM MEMBERS |  | BUSINESS CASE / COST ANALYSIS |
| NAME | ROLE |  |   |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
| BACKGROUND / ISSUES |  | KEY MILESTONES |
|   |  | PROJECT MILESTONES | OWNER | DATE | STATUS |
|  |   |   | MM/DD/YY | ON HOLD |
|  |   |   |   | COMPLETE |
|  |   |   |   | OVERDUE |
|  |   |   |   |   |
|  |   |   |   |   |
| GOAL STATEMENT / DELIVERABLES |  | REQUIRED RESOURCES |
|   |  |   |
| SCOPE |  | RISKS CONSTRAINTS AND ASSUMPTIONS |
| WITHIN SCOPE | OUTSIDE OF SCOPE |  |   |
|   |   |  |
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