**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12170&utm_source=template-word&utm_medium=content&utm_campaign=A3+Project+Charter-word-12170&lpa=A3+Project+Charter+word+12170)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 |  | |  | | | |
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|  |  |  | |
| 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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