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| --- | --- | --- | --- |
| **Project Name:** | **Project Sponsor:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |

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| --- | --- | --- |
| Project JUSTIFICATION & PRELIMINARY SCOPE STATEMENT |  | |
|  | | |
| Project OBJECTIVE/s |  | |
|  | | |
| **PROJECT DeliveraBLes** | | **Corresponding MIleStone Date** |
|  | |  |
| **ASSUMPTIONS & CONSTRAINTS** | |  |
|  | | |

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| --- | --- | --- | --- |
| stakeholders | **name** | **dept** | **email** |
| project manager |  |  |  |
| project sponsor |  |  |  |
| Client (if applicaBLe) |  |  |  |
| core project team: |  |  |  |
|  |  |  |
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| --- | --- |
| **ESTIMATED PROJECT DURATION (in weeks or months)** | **XX Months** |

|  |  |
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| **ESTIMATED PROJECT BUDGET** | **$X,XXX.xx** |

***By approving the Project Charter you are in agreement with the project as described herein.***

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| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR** |  |  |  |
| **PROJECT MANAGER** |  |  |  |
| **CLIENT (if applicable)** |  |  |  |

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| SUMMARY OF YOUR COMMITMENT | *The Project Charter is the document of record used to gain initial agreement and start the planning process by describing the project in detail and is used as input into the project plan.*  *By signing this document, you agree to proceed with the project and to donate your time, money, people, and continued support as long as the parameters of the project do not substantially change. As planning progresses, you are free to back out of the project and/or refuse to sign additional documents.* |

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| Project JUSTIFICATION & PRELIMINARY SCOPE STATEMENT | *Describe the project and the characteristics of the product, service, or process to be created. Take care to spell out any work the project will* ***not*** *do. State the problem, issue, or opportunity this project addresses. Describe the project’s impact on your department’s products/services and its potential benefit to Emory’s strategic objectives (both tangible and intangible).* |

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| Project OBJECTIVE/s | *State the goals of the project in terms of what business outcomes the project will accomplish.* |

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| Project DELIVERABLES and Milestone Dates | *What specific products, services, or processes will this project create? When will each be delivered?* |

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| ASSUMPTIONS | *Assumptions may describe details about what is not included in the project, budgetary agreements, or external factors (often schedule or quality issues) outside the control of the project team. Assumptions are believed to be true (70-80% accuracy) and the project will be managed accordingly.* |
| CONSTRAINTS | *List the limitations or constraints regarding your department’s products/services affected by the proposal. Constraints are absolutely true (100% accuracy) and cannot be changed by the project. They generally concern technology, budget issues, schedule, staff resource constraints, or business processes.* |