**Project Charter**

**Project Purpose:**

 **Assumptions Exclusions**

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**High-level Risks
Risk Possible Action**

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**Milestone Schedule**

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| **Milestone** | **Target Date** |
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**High Level Budget**

**Payment Terms**

**Summary Schedule**

**Project Approval Requirements**

**Assigned Project Manager, Responsibility and Authority**

**Signatures of Sponsor and Project Manager**