ONE-PAGE PROJECT CHARTER

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PROJECT NAME	PROJECT MANAGER	PROJECT SPONSOR

EMAIL	PHONE	ORGANIZATIONAL UNIT

ESTIMATED COSTS	EXPECTED SAVINGS	EXPECTED START DATE	EXPECTED COMPLETION

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	
BUSINESS CASE	
GOALS / METRICS	
EXPECTED DELIVERABLES	

PROJECT SCOPE

WITHIN SCOPE	
OUTSIDE OF SCOPE	

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH

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