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| **PROJECT CHARTER** | | |
| **Business Case** | **Project Name:**  **(Theme Statement)** |  |
| **Problem / Impact:** |  |
| **Expected Benefits:** |  |
| **Objectives** | **Outcome Indicator(s):** |  |
| **Proposed Target(s)** |  |
| **Timeframe:** |  |
| **Strategic Alignment:** |  |
| **Scope** | **In Scope:** |  |
| **Out-of-Scope:** |  |
| **Authorized by:** |  |
| **Team** | **Sponsor:** |  |
| **Team Leader:** |  |
| **Team Members:** |  |
| **Process Owner(s):** |  |
| **Management Review Team:** |  |
| **Schedule** | **Completion Date:** |  |
| **Review Dates:** |  |
| **Key Milestone Dates:** |  |