Project Charter Template

Company Name, Branch, Address

|  |  |
| --- | --- |
| **Project Name** | New Hire Onboarding Refresh |
| **Due Date** | September 1, 2020 |
| **Project lead** | Chris Bergen |
| **Project team** | * Wayne Gretzky – Social Committee
* Michael Jordan – Occupational Health and Safety Committee
* Cristiano Ronaldo – Subject Matter Expert
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|  |  |
| --- | --- |
| **Purpose** | xxxxx |
| **Background** | xxxxx |
| **Objectives** | * Xxxx
* Xxxx
* Xxxx
 |
| **Scope** | In Scope |
| * Xxxxx
* Xxxxx
* xxxxx
 |
| Out of Scope |
| * Xxxxx
* Xxxxx
 |

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| --- | --- | --- | --- | --- |
| **Deliverables** | **Complete (Y/N)** | **Due (M/D/Y)** | **Responsible (name)** | **Notes** |
| *Milestone* |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| *Milestone* |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| *Milestone* |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |
| * *Sub-task*
 |  |  |  |  |