**Planning Charter**

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| --- | --- |
| Project Name: |  |
| Date: |  |
| Project Scope and Description:  What are we doing? What is the scope? |  |
| Project Purpose:  How will this fuel our mission to make gospel centered disciples? |  |
| Project Objectives:  At the end of this project we will have… |  |
| Project Owner:  Initiator of the project |  |
| Project Manager:  Who is managing the project? |  |
| Project Team Members:  Who is on the project team? |  |
| Estimated Total Project Cost:  How much will this project cost in total? |  |
| How will the project be funded?  Where will funding come from for this project? |  |
| Desired Completion Date:  Month/Date/Year |  |
| Project Risks:  What are potential risks to taking on this project? (people, time, resources, communication, etc.) |  |
| Supporting Documents (attached) | * Project schedule * Detailed cost estimates * Design documents |

**Planning Project Buy-in**

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| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Yes** | **Maybe** | **No** | Director approval (y/n) | Issues |
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