**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
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**Planning Project Buy-in**

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