Team Charter | Project Name:

Project Purpose	**Key Project Stakeholders**
Product Objectives	**Team Principles**

Key Team Members: Name/ Contact Info	**Role**	**Key Responsibilities**
	Project Lead	Develop team charter; develop project plan; issue agendas and minutes; manage budget & schedule; issue status reports; assist in scheduling resources, organize team, run status meetings; assist with other creative documents.

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Key Measurements of Project Success	Close-out Criteria (the project is done when…)	Key Stakeholder Expectations
•	•	•

Report prepared by:	Date:	Version:

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