

# Digital Transformation Project Charter

## Project Overview

Project Name	
Project Sponsor	
Project Manager	
Start Date	
Expected End Date	

## Purpose and Objectives

- 
- 

## Scope

### In Scope

- 
- 

### Out of Scope

- 
- 

## Key Stakeholders

Name	Role	Department

## Major Deliverables

- 1.
- 2.

## Timeline & Milestones

Milestone	Target Date	Owner

## Risks & Dependencies

- 
-

## Budget Summary

Category	Estimated Cost

## Approval

Name	Role	Date	Signature