

Digital Transformation Project Charter

Project Overview

Project Name
Project Sponsor
Project Manager
Start Date
Expected End Date

Purpose and Objectives

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Scope

In Scope

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Out of Scope

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Key Stakeholders

Name	Role	Department

Major Deliverables

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Timeline & Milestones

Milestone	Target Date	Owner

Risks & Dependencies

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Budget Summary

Category	Estimated Cost

Approval

Name	Role	Date	Signature