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| **Project/Event Charter** |
| **Project Name:** |  | **Project Coordinator:** |  |
| **Start Date:**  |  | **End Date:** |  | **Project Team:** |  |
| **Rationale:** What is the (demonstrated) need?**Evidence:** What is your evidence of this genuine need?  | **Purpose:** How will the project address the need? |
| **Goals:** What are the key things you want to achieve? | **Outcomes/Community Benefit.** What are the lasting benefits to your community? *(or your career)* |
| **How does this Project/Event fit with your Organisation’s Charter and Mission** *(or your personal career direction)* |
| **Target Audience/s:** Who is the project for? Your target audience? | **Stakeholders:** Who can influence the successful outcome of your project? |
| **Project Description -** The detailed description of your project. What will you do? |
| **Place/Venue.** Where will the Project take place? | **Budget Scope.** What is the approximate overall cost of your project?Excluding funding, how much revenue can you raise, including In Kind contributions? How much funding will you need? |
| **Constraints/Risks.** What are the things that might limit the success of you project? | **Key Success Factor/s.** What are the one or two things upon which the success of your project relies?  |
| **Key Milestones:** What are the main tasks/timelines of the project? | **Evaluation Research Methods.** What methods will you use to collect the data or information you require to determine the successful achievement of your project purpose and goals?  |