**Project Charge Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name |  | Date |  |
| Task |  | | |
| Deliverables |  | | |
| Monitor |  | | |
| Point Person |  | | |
| Project members |  | | |
| Detailed Timeline - Milestone Check-ins |  | Date |  |
|  | Date |  |
|  | Date |  |
|  | Date |  |
|  | Date |  |
|  | Date |  |
| Completion Date |  | | |
| Budget | $ | | |
| Contact Info: |  | | |