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|  | Hunt Club Community Association3320 Paul Anka Dr. Ottawa, K1V 0J9info@hunt-club.ca  |  |  |
| Project charter |
| Project Summary |
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| --- | --- | --- |
| Date | Project Name | Prepared By |
| Date | Project | Name |

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| project OBJECTIVES (MANDATE) |
|  |

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

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| Project Overview |
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| Organizer’s tasks/steps  | timeline | outcomes | HCCA responsibilty/role | notes |
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| REVENUE OVERVIEW |
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| --- | --- | --- | --- | --- |
| sponsor | amount | % of total | purpose | notes |
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Budget Overview |
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| --- | --- | --- | --- | --- |
| category | budget | % of total | purpose | notes |
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| Risk and issue history |
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| anticipated risks | ASSIGNED TO | hcca liability (if any) |
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| financial expenditure authorization  |
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| project lead and volunteers | authorized to make approved purchases | maximum amount (if yes) |
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Project leads and volunteers are not expected to make purchases on behalf of the HCCA. Donations made for HCCA sponsored projects are to be collected by the HCCA, and accounts payable disbursed by the Treasurer following Board of Directors’ approval. Exceptional pre-approvals for time-constrained purchases may be provided above if requested. Conclusion/additional comments |
|  |

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