

Project Charter

Problem Statement

What is wrong, not working and not meeting our customer's needs?
 When and where do the problems occur?
 What is the frequency of the problem?
 What's the impact of the problem on our customers/business or employees?
 What is the financial impact of the project and/or problem?

Business Case & Benefits

The Business Case should address these questions:
 Why is this project worth doing?
 Why is it important to do now?
 What are the consequences of not doing this project?
 How does it fit in with business initiatives and targets?

Goal Statement

[increase/Decrease] [Unit] from a baseline of [baseline] to a target of [goal level] by [date projected to reach target level]

Timeline

<u>Phase</u>	<u>Planned Completion Date</u>	<u>Actual</u>
Define:		
Measure:		
Analyze:		
Improve:		
Control:		

Scope - First/Last and In/Out

1st Process

Last Process

In Scope:

Out of Scope:

Team Members

<u>Position</u>	<u>Person</u>	<u>Title</u>	<u>% of Time</u>
Team Lead			
Sponsor			
Team Member			
Team Member			
Team Member			
Team Member			