

# Project Charter

Project Number:

Date Charted:

Revision Number:

Revision Date:

|  |  |  |   |       |   |
|--|--|--|---|-------|---|
| <b>Problem Statement</b> - A brief description of the problem or business case           |  | <b>Goal Statement</b> - Define the mission and the target of the project               |   |       |   |
| <b>Project Leader</b>  |  | <b>Project Approach</b> - e.g. Lean Six Sigma, Traditional PM, etc.                    |   |       |   |
| <b>Project Team</b>  |  | <b>Support Personnel</b> - e.g. project sponsor, finance advisor, process owner, etc.  |   |       |   |
| Name:  |  | Role:  |   | Name: |   |
| 1  |  |  |   |       |   |
| 2  |  |  |   |       |   |
| 3  |  |  |   |       |   |
| 4  |  |  |   |       |   |
| 5  |  |  |   |       |   |
| 6  |  |  |   |       |   |
| <b>Voice of the Customer</b> - Identify key customers and their needs                    |  | <b>Defect Definition</b>   |   |       |   |
| <b>Key Metrics</b> - e.g.: RTY, Cycle Time, DPMO, Net Cost Savings, etc.                 |  | <b>Estimated Financial Benefits</b>  |   |       |   |
| 1  |  |  |   |       |   |
| 2  |  |  |   |       |   |
| 3  |  |  |   |       |   |
| 4  |  |  |   |       |   |
| 5  |  |  |   |       |   |
| <b>Project Scope</b> - What is involved and what is not in terms of products, department |  | <b>Other Project Information</b> - e.g. project description, CTQ characteristics, assu |   |       |   |
| 1  |  |  |   |       |   |
| 2  |  |  |   |       |   |
| 3  |  |  |   |       |   |
| 4  |  |  |   |       |   |
| 5  |  |  |   |       |   |
| <b>Start Date</b>  |  | <b>Estimate Completion Date</b>  |   |       |   |
| <b>Project Milestones</b>  |  | 1  | 2 | 3     | 4 |
| <b>Description:</b>  |  |  |   |       |   |
| <b>Date:</b>   |  |  |   |       |   |

|  |                  |             |
|--|------------------|-------------|
| <b>Signatures</b> - The signatures of the people below document approval of the formal Project Charter |                  |             |
|  | <b>Signature</b> | <b>Date</b> |
| <b>Project Leader:</b>   |                  |             |
| <b>Project Sponsor / Champion:</b>   |                  |             |
| <b>Process Owner:</b>  |                  |             |
| <b>Financial Advisor:</b>  |                  |             |

The Project Leader is empowered by this charter to proceed with the project as outlined above