

(Name of Initiative) Project Charter

PROBLEM STATEMENT:

- A specific, quantifiable explanation of the effect or pain the problem is causing within the organization (what, when, where, and to what extent). It should not imply a cause, attach blame or responsibility, or imply a solution. Include current key performance metric of process or “baseline performance.”

GOAL OR OBJECTIVE:

- Defines the expected outcome or level of performance in measureable terms and is stated in a positive manner (target metric reduction). Include financial performance or return-on-investment expectations (target savings).

SCOPE:

- In Scope: Define what is relevant and to be worked on; include process start and end point.
- Out of Scope: Define what is not to be worked on.
- Constraints: Indicate possible limitations that will affect project outcomes.

TIMELINE:

- Includes start date, expected completion date, and general overview of initiative schedule.

RESOURCES/TEAM MEMBERS:

- *Project Sponsor* - Identifies management-level key stakeholder who supports project and ensures resources are available. Eliminates complex or political barriers to ensure project moves forward.
- *Process Owner* - Identifies individual accountable for process of concern; owns implementation and control plans.
- *Team Members* - Identifies representatives from each primary group involved in the process to be included in the team. *Caution to limit the number of management members; the most productive teams are comprised of those that work the process every day.*
- *Key Stakeholders* - Identifies main individuals or groups impacted by the process.

COMMUNICATION STRATEGY:

- Define what will be communicated (project progress), to whom (audience/stakeholders), when (frequency of communication), and how (tactics).

SIGNATURES OF ACCOUNTABILITY:

- Dated signatures indicate agreement with Project Charter content and shared accountability in meeting the project goals and timelines. Include Project Sponsor, Process Owner, Project Facilitator, and Team Members.

(Name of Initiative) Project Charter

PROBLEM STATEMENT: _____

GOAL OR OBJECTIVE: _____

SCOPE:

- In Scope: _____
- Out of Scope: _____
- Constraints: _____

TIMELINE:

- Start Date: _____
- Target Completion Date: _____

RESOURCES/TEAM MEMBERS:

- *Project Sponsor* - _____
- *Process Owner* - _____
- *Team Members* - _____
- *Key Stakeholders* - _____

COMMUNICATION STRATEGY:

What	Whom	When	How

SIGNATURES OF ACCOUNTABILITY:

Name	Role	Date

(Name of Initiative) Project Charter

PROBLEM STATEMENT: _____

GOAL OR OBJECTIVE: _____

SCOPE:

- In Scope: _____
- Out of Scope: _____
- Constraints: _____

TIMELINE:

- Start Date: _____
- Target Completion Date: _____

RESOURCES/TEAM MEMBERS:

- *Project Sponsor* - _____
- *Process Owner* - _____
- *Team Members* - _____
- *Key Stakeholders* - _____

COMMUNICATION STRATEGY:

What	Whom	When	How

SIGNATURES OF ACCOUNTABILITY:

Name	Role	Date