



PROJECT CHARTER

Project Name:	Business/Location:
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Team Leader:	Champion:
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Project Description/Mission:

Problem Statement:

Business Case:

Deliverables:	Goals/Metrics:
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Process & Owner:

Project Scope Is:
Project Scope Is Not:

Key Customers:	Expectations:
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Milestones:	Completion Dates:
Project Start:	
Project Completion:	

Expected Business Benefits:	Quantify		Explanation
	1-Time	Annual	
<input type="checkbox"/> Hard Cost			
<input type="checkbox"/> Soft Cost			
<input type="checkbox"/> Revenue			
<input type="checkbox"/> Speed			
<input type="checkbox"/> Compliance (CMS, JCAHO, AHA Guidelines)			
<input type="checkbox"/> Intangible (Reputation)			

Team Members:

Expected Resource Needs (Internal/External):

Risk Assessment:

Prepared By:

Date (Last Revision):