



# Project Charter

Project/Event Title \_\_\_\_\_

Project Facilitator \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Project Mentor \_\_\_\_\_

Charter Last Updated Date \_\_\_\_\_

## Project Background

## Problem/Opportunity Statement

SCOPE (define boundaries)	<b>First step in the process:</b>
	<b>Last step in the process:</b>

## Project Goals

## Project Boundaries

Performance Metrics: What measures will tell you if you are successful.	Performance Metrics			
	Current	Goal	Final	% Change

## Projected Benefits

## Project Team

Team Lead: \_\_\_\_\_

Team Champion/Sponsor: \_\_\_\_\_

Process Owner: \_\_\_\_\_

Team Members: \_\_\_\_\_

Subject Matter Experts: \_\_\_\_\_

## Project Champion/Sponsor and Process Owner Sign-Off:

*I am committed to supporting this project and implementing the teams improvements.*

Sponsor Signature: \_\_\_\_\_

Process Owner: \_\_\_\_\_

