

Project Charter

<Organ

Project Number:

Date Charted:

Revision Number:

Revision Date:

<Project Title>

Problem Statement (A brief specific description of the problem)	Goal Statement (Define the mission and the target of

Project Leader	Project Approach (e.g.: Lean Six Sigma, Traditional

Project Team		Support Personnel (e.g.: project sponsor, finance a	
Name:	Role:	Name:	Role:

Voice of the Customer (Identify key customers and their needs)	Defect Definition

Key Metrics (e.g.: RTY, cycle time, capacity, DPMO, Net Cost Savings, etc.)	Estimated Financial Benefits

Project Scope (What is involved and what is not in terms of products, departments, locations, processes etc...)

Other Project Information (e.g.: project description, CTQ characteristics, assumptions, constraints, risks, dependencies, project deliverabl

Start Date	Estimate Completion Date

Project Milestones	1	2	3	4
Description:				
Date:				

Signatures (The signatures of the people below document approval of the formal Project Charter)

	Signature
Project Leader:	
Project Sponsor / Champion:	
Process Owner / Customer:	
Financial Advisor:	

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

Date