

Project Charter Template

General Project Information

Project Name	SkunkWrX
Project Sponsor	Ed Executive
Project Champion	Ida Boss
Project Controller	Penny Money
Implementation Site	Shared Service Center
Business Unit	CORP
Process Owner	I.M. Smart
Expected Start Date	June 14, 2013
Expected Completion Date	December 1, 2013
Expected Savings	\$250,000
Belt(s) Assigned	Alfred E. Newman

IMPORTANT RE

A narrative written c
circulated and signe
sponsors. You can a
version of this templ
written charter in an
and concise.

Please make sure y
project team and sp
completing this temp
information required
from a discussion w
and sponsors.

Describe the Current Situation, Objectives, and Benefits of this Project

Current Situation	The What, Where, Duration, and Financial Impact of the current situation.			
Objective Statement	What output is to be improved, and what is it to be improved to.	Increase		
		From		
		To		
		For		
		While holding constant		
Expected Benefits	What are the anticipated benefits that are expected as a result of this project?	Reduced cost per move. Increased customer service to attract		
Metrics	Metric	Baseline	Goal	
	Metric #1			
	Metric #2			
	Metric #3			

Define the Project Scope and Schedule

Within Scope			
Outside of Scope			
Tentative Schedule	Key Milestone	Start	ECD
	Define Phase		
	Measure		
	Analysis Phase		
	Improve Phase		
	Control Phase		

Define the Project Resources

Project Team	
Support Resources	
Special Needs	

Describe Project Risks, Constraints, and Assumptions

Risks	
Constraints	

Assumptions	
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Prepared by:	Date:
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REMINDER

Charter must be
approved by the project
attach a completed
template to your narrative
effort to keep it short

You meet with the
sponsors before
template. Much of the
work will need to come
with team members

t

(Project Y)

(Current level)

(Target Level)

(Specific Area)

(Constraining Y's)

contact additional volumes

Entitlement



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Actual Completion

02/01/12

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