**PROJECT CHARTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROJECT NAME | | | PROJECT MANAGER | PROJECT SPONSOR |
|  | | |  |  |
| EMAIL | | PHONE | ORGANIZATIONAL UNIT | |
|  | | 000-000-0000 |  | |
| ESTIMATED COSTS | EXPECTED SAVINGS | | EXPECTED START DATE | EXPECTED COMPLETION |
| $0 | $0 | | 00/00/0000 | 00/00/0000 |

PROJECT OVERVIEW

|  |  |
| --- | --- |
| PROBLEM  OR ISSUE |  |
| PURPOSE  OF PROJECT |  |
| BUSINESS  CASE |  |
| GOALS / METRICS |  |
| EXPECTED DELIVERABLES |  |

PROJECT SCOPE

|  |  |
| --- | --- |
| WITHIN  SCOPE |  |
| OUTSIDE  OF SCOPE |  |

TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
| Form Project Team and Conduct Preliminary Review |  |  |
| Finalize Project Plan and Project Charter |  |  |
| Conduct Definition Phase |  |  |
| Conduct Measurement Phase |  |  |
| Conduct Analysis Phase |  |  |
| Conduct Improvement Phase |  |  |
| Conduct Control Phase |  |  |
| Close Out Project and Write Summary Report |  |  |