**PROJECT CHARTER BUSINESS CASE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENERAL PROJECT INFORMATION** | | | | |
| PROJECT NAME |  | | | |
| PROJECT SPONSOR |  | | | |
| PROJECT MANAGER |  | | | |
| EMAIL ADDRESS |  | | | |
| PHONE NUMBER |  | | | |
| ORGANIZATIONAL UNIT |  | | | |
| PROCESS IMPACTED |  | | | |
| EXPECTED START DATE |  | | | |
| EXPECTED COMPLETION DATE |  | | | |
| EXPECTED SAVINGS |  | | | |
| ESTIMATED COSTS |  | | | |
|  | | | | |
| **DESCRIBE THE PROBLEM OR ISSUE, GOALS, OBJECTIVES, AND DELIVERABLES OF THIS PROJECT** | | | | |
| PROBLEM OR ISSUE |  | | | |
| PURPOSE OF PROJECT |  | | | |
| BUSINESS CASE |  | | | |
| GOALS / METRICS |  | | | |
| EXPECTED DELIVERABLES |  | | | |
|  | | | | |
| **DEFINE THE PROJECT SCOPE AND SCHEDULE** | | | | |
| WITHIN SCOPE |  | | | |
| OUTSIDE OF SCOPE |  | | | |
|  | | | | |
| **TENTATIVE SCHEDULE** | **KEY MILESTONE** | **START** | **COMPLETE** | |
|  | Form Project Team / |  |  | |
|  | Finalize Project Plan / Charter |  |  | |
|  | Define Phase |  |  |  |
|  | Measurement Phase |  |  |  |
|  | Analysis Phase |  |  |  |
|  | Improvement Phase |  |  |  |
|  | Control Phase |  |  | |
|  | Project Summary Report |  |  | |
|  | | | | |
| **DEFINE THE PROJECT RESOURCES AND COSTS** | | | | |
| PROJECT TEAM |  | | | |
| SUPPORT RESOURCES |  | | | |
| SPECIAL NEEDS |  | | | |
|  | | | | |
| **COST TYPE** | **VENDOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
| LABOR |  |  |  |  |
| LABOR |  |  |  |  |
| LABOR |  |  |  |  |
| LABOR |  |  |  |  |
| LABOR |  |  |  |  |
| MISCELLANEOUS |  |  |  |  |
|  |  | TOTAL COSTS |  |  |
|  | | | | |
| **DEFINE THE PROJECT BENEFITS AND CUSTOMERS** | | | | |
| PROCESS OWNER |  | | | |
| KEY STAKEHOLDERS |  | | | |
| FINAL CUSTOMER |  | | | |
| EXPECTED BENEFITS |  | | | |
|  | | | | |
| **TYPE OF BENEFIT** | **DESCRIBE BASIS OF ESTIMATE** | | | **EST BENEFIT** |
| SPECIFIC COST SAVINGS |  | | |  |
| ENHANCED REVENUES |  | | |  |
| HIGHER PRODUCTIVITY |  | | |  |
| IMPROVED COMPLIANCE |  | | |  |
| BETTER DECISION MAKING |  | | |  |
| LESS MAINTENANCE |  | | |  |
| OTHER COSTS AVOIDED |  | | |  |
|  | | | | |
| **DESCRIBE PROJECT RISKS, CONSTRAINTS, AND ASSUMPTIONS** | | | | |
| RISKS |  | | | |
| CONSTRAINTS |  | | | |
| ASSUMPTIONS |  | | | |
|  | | | | |
| **Prepared by:** | | **Date:** | | |
|  | |  | | |