**PROJECT CHARTER BUSINESS CASE**

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| **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:** |
|  |  |