**PROJECT MANAGEMENT PROJECT CHARTER**

**GENERAL PROJECT INFORMATION**

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT SPONSOR |
|   |   |   |
| EMAIL | PHONE | ORGANIZATIONAL UNIT |
|   | 000-000-0000 |   |
| GREEN BELTS ASSIGNED |   | EXPECTED START DATE | COMPLETION DATE |
|   | 00/00/0000 | 00/00/0000 |
| BLACK BELTS ASSIGNED |   | EXPECTED SAVINGS | ESTIMATED COSTS |
|   | $237,750 | $184,900 |

**PROJECT OVERVIEW**

|  |  |
| --- | --- |
| PROBLEM  |   |
| 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 / Preliminary Review  |  |  |
| Finalize Project Plan / Charter / Kick Off |  |  |
| Define Phase |  |  |
| Measurement Phase |  |  |
| Analysis Phase |  |  |
| Improvement Phase |  |  |
| Control Phase |  |  |
| Project Summary Report and Close Out |  |  |
|   |  |  |

|  |  |
| --- | --- |
| PROJECT TEAM |   |
| SUPPORT RESOURCES |   |
| SPECIAL NEEDS |   |

**RESOURCE**

**COSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST TYPE** | **VENDOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
| Labor |  | $150.00 | 200 | $ 30,000.00 |
| Labor |  | $200.00 | 100 | $20,000.00 |
| Labor |  | $350.00 | 50 | $ 17,500.00 |
| Labor |  | $85,000.00 | 1 | $ 85,000.00 |
| Labor |  | $4,850.00 | 3 | $14,550.00 |
| Supplies |  | $17,850.00 | 1 | $17,850.00 |
| Miscellaneous |  | $0.00 | 0 | $ - |
|  |  |  | TOTAL COSTS | $ 184,900.00 |

**BENEFITS AND CUSTOMERS**

|  |  |
| --- | --- |
| PROCESS OWNER |   |
| KEY STAKEHOLDERS |   |
| FINAL CUSTOMER |   |
| EXPECTED BENEFITS |   |

|  |  |  |
| --- | --- | --- |
| **TYPE OF BENEFIT** | **BASIS OF ESTIMATE** | **ESTIMATED BENEFIT AMOUNT** |
| Specific Cost Savings |   |  $ 25,000.00  |
| Enhanced Revenues |   |  $ 92,500.00  |
| Higher Productivity (Soft) |   |  $ 17,500.00  |
| Improved Compliance |   |  $ 12,000.00  |
| Better Decision Making |   |  $ 18,500.00  |
| Less Maintenance |   |  $ 26,000.00  |
| Other Costs Avoided |   |  $ 46,250.00  |
|   |    | TOTAL BENEFIT |  $ 237,750.00  |

**RISKS, CONSTRAINTS, AND ASSUMPTIONS**

|  |  |
| --- | --- |
| RISKS |   |
| CONSTRAINTS |   |
| ASSUMPTIONS |   |

|  |  |  |
| --- | --- | --- |
| **PREPARED BY** | **TITLE** | **DATE** |
|   |   |   |