**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** |
|  |  |  |