**ONE-PAGE PROJECT CHARTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | | **PROJECT MANAGER** | | **PROJECT SPONSOR** | |
|  | |  | |  | |
| **EMAIL** | **PHONE** | | **ORGANIZATIONAL UNIT** | | |
|  | **000-000-0000** | |  | | |
| **ESTIMATED COSTS** | **EXPECTED SAVINGS** | | **EXPECTED START DATE** | | **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 |  |  |