**Six Sigma Project Charter**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Product or Service Impacted*** |  | Requisition Process | ***Expected Project Savings ($)*** | TBD |  |  |
|  |  |  |  |
|  | ***Black Belt or Green Belt*** |  | Bryan Glenn | ***Business Unit*** |  |  |  |  |  |  |  |  | Purchasing |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | ***Champion*** |  | Rick Johnson | ***Phone Number for Belt*** |  |  |  |  | 806.651.2105 |  |  |
|  |  |  |  |  |  |  |  |
|  | ***Master Black Belt*** |  | None | ***Email for Belt*** |  |  |  |  |  |  |  |  | bglenn@wtamu.edu |
|  |  |  |  |  |  |  |  |  |  |
|  | ***Start Date*** | 5.1.12 | ***Target Completion Date*** |  |  |  |  | 9.1.12 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Element** |  | **Description** |  |  |  |  |  |  | **Team Charter** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.** | **Process:** |  | The process in which |  |  | Requisition, Purchase Orders, delivery, invoice, and payment |
|  |  |  |  |  | opportunity exists. |  |  |
|  |  |  |  |  |  |  | process |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **2.** | **Project Description: what is the** |  |  | Problem and goal statement |  | Reduce time necessary to create and approve purchase orders. |
|  |  | **“Practical Problem”** |  |  | (project’s purpose) |  |  |
|  |  |  |  |  |  | Simplify paper trail throughout purchase process. |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **3.** | **Objective:** |  |  | What improvement is targeted |  | **Project** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | and what will be the impact |  | **Y’s** |  |  | **Baseline** |  |  | **GOAL** |  |  | **Entitlem** |  | **units** |
|  |  |  |  |  |  |  |
|  |  |  |  |  | on Rolled Throughput Yield |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **ent** |  |  |
|  |  |  |  |  | (RTY), Cost of Poor Quality |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | (COPQ) and Capability index |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | C-P, back orders, costs? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | The “Statistical Problem” - |  | **Metric 1** |  | ?? |  |  |  |  | ?? |  |  | ?? | **%** |
|  |  |  |  |  | the measurable variable(s |  |  | Reduced |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | complexity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Metric 2** |  | ?? |  |  |  |  | ?? |  |  | ?? |  | **$/A** |
|  |  |  |  |  |  |  |  | Simplified |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | paper trail |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Metric 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **units** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **/A** |
| **4.** | **Business Cases:** |  | Expected financial |  |  | Eliminate (1) | manual movement of paperwork and approvals, |
|  |  |  |  |  | improvement, or other |  |  | (2) IT homegrown procurement and requisition forms, (3) |
|  |  |  |  |  | justification. |  |  | paper costs, and (4) non-value added time. |  |  |
|  |  |  |  |  |  |  |  | Increase productions and gain efficiency. |  |  |
| **5.** | **Team members:** |  | Names and roles of team |  |  | **Executive Sponsor:** Gary Barnes |  |  |  |  |  |  |
|  |  |  |  |  | members? |  |  | **Team Members:** Bryan Glenn, Rick Johnson, Gary Barnes, |
|  |  |  |  |  |  |  |  | Amanda Davidson, Doretta Carroll, Cierra Watts, Shelley |
|  |  |  |  |  |  |  |  | Davis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** | **Project Scope:** |  | Which part of the process will |  | Review and analyze the manual requisition process currently |
|  |  |  |  |  | be investigated and excluded. |  | in place at WTAMU |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **7. Benefit to External Customers:** |  | Who are the **final** customers, |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | what are their key measures, |  | Customers: All departments |  |  |  |  |  |  |  |
|  |  |  |  |  | and what benefits will they |  | Key Measures: Customer satisfaction and cycle time |  |  |
|  |  |  |  |  | see? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **8.** | **Schedule:** |  |  | Give the key |  |  | Project Start |  |  |  |  | 5.1.12 |  |  |  |  |  |  |
|  |  |  |  |  | milestones/dates. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | M- Measurement |  |  | “M” Completion |  | 5.11.12 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | A- Analysis |  |  | “A” Completion |  | 6.8.12 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | I- Improvement |  |  | “I” Completion |  |  | 7.9.12 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | C- Control |  |  | “C” Completion |  | 8.31.12 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Note: Schedule appropriate |  | Safety Reviews |  | NA |  |  |  |  |  |  |  |
|  |  |  |  |  | Safety Reviews. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Project Completion |  | 9.1.12 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| **9. Support Required:** | Will any special capabilities, |
|  | hardware, trials, etc be |
|  | needed? |

Collaboration between all departments and purchasing to examine the process, identify improvements, and suggest new ideas.