

Project Charter

Project Title:

Team Members
 Responsible for accomplishing actions that drive the project to completion. These will be individuals who are closest to the process and like to have a direct stake in it.

Executive Sponsor
 Responsible for supporting the team through resources, budget, communication, and championing.

Project Coach
 A coach serves as a resource to facilitate your success and provide guidance. They work with you to assist your personal and project development.

SCOPE OF PROJECT
 Process Start:
 Process Stop:

DEFINE

BACKGROUND

PROBLEM STATEMENT

VOICE OF THE CUSTOMER/BUSINESS

MEASURE

PROCESS MAP

KEY MEASURE	DESCRIPTION	BASELINE
Outcome		
Process		
Balancing		
Structural/ Financial		

ANALYZE

AFFINITY DIAGRAM

AIM STATEMENT

IMPROVE

INTERVENTION TARGET	INTERVENTION IDEA	IMPLEMENTATION PLAN <i>(brief)</i>
#1		
#2		
#3		
#4		
#5		

CONTROL

CONTROL PLAN