



Project Charter



Problem/Goal Statement

Problem: Describe problem in non-technical terms

- ◆ Statement should explain why project is important; why working on it is a priority

Goal: Goals communicate "before" and "after" conditions

- ◆ Shift mean, variance, or both?
- ◆ Should impact cost, time, quality dimensions
- ◆ Express goals using SMART criteria
 - Specific, Measurable, Attainable, Resource Requirements, Time Boundaries
- ◆ Explain leverage and strategic implications (if any)

Financial Impact

- ◆ State financial impact of project
 - Expenses
 - Investments (inventory, capital, A/R)
 - Revenues
- ◆ Separate "hard" from "soft" dollars
- ◆ State financial impact of leverage opportunities (future projects)

Team

◆ PES Name	Project Executive Sponsor (if different from PS)		
◆ PS Name	Project Sponsor/Process Owner		
◆ DC Name	Deployment Champion		
◆ GB/BB Name	Green Belt/Black Belt		
◆ MBB Name	Master Black Belt		
Core Team	Role	% Contrib.	LSS Training
◆ Team Member 1	SME	XX	YB
◆ Team Member 2	TM	XX	GB
◆ Team Member 3	SME	XX	PS
Extended Team			
◆ Team Member 1	BFM	XX	Not Trained
◆ Team Member 2	IT	XX	Not Trained

Tollgate Review Schedule

<u>Tollgate</u>	<u>Scheduled</u>	<u>Revised</u>	<u>Complete</u>
Define:	XX/XX/XX	-	XX/XX/XX
Measure:	XX/XX/XX	XX/XX/XX	XX/XX/XX
Analyze:	XX/XX/XX	XX/XX/XX	XX/XX/XX
Improve:	XX/XX/XX	XX/XX/XX	XX/XX/XX
Control:	XX/XX/XX	XX/XX/XX	XX/XX/XX

- ◆ Review high-level schedule milestones here:
 - Phase Completions
 - Tollgate Reviews

Enter Key Slide Take Away (Key Point) Here

Lean Committee Charter Template

Rachel Sandford



Lean Committee Charter Template:

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