



# 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

**Michael Rajnik**

A red circular graphic with a gradient, appearing as a partial circle or a thick arrow pointing to the right, located to the right of the name bar.

## **Lean Committee Charter Template:**

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