**PROJECT CHARTER**

**GENERAL PROJECT INFORMATION**

Project Name:

Project Sponsor:

Project Manager:

Email Address:

Phone Number:

Organizational Unit:

Process Impacted:

Expected Start Date:

Expected Completion Date:

Expected Savings:

Estimated Costs:

Green Belts Assigned:

Black Belts Assigned:

**PROBLEM, ISSUE, GOALS, OBJECTIVES, DELIVERABLES**

Problem or Issue:

Purpose of Project:

Business Case:

Goals / Metrics:

Expected Deliverables:

**PROJECT SCOPE & SCHEDULE**

Within Scope

Outside of Scope

**PROJECT RESOURCES & COSTS**

Project Team

Support Resources

Special Needs

**PROJECTS BENEFITS & CUSTOMERS**

Process Owner

Key Stakeholders

Final Customers

Expected Benefits

**PROJECT RISKS, CONSTRAINTS, ASSUMPTIONS**

Risks:

Constraints:

Assumptions: