**M&A CHARTER TEMPLATE **

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| **GENERAL M&A INFORMATION** |
| M&A NAME |   | **IMPORTANT REMINDER**A narrative written charter must be circulated and signed by the M&A sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise. Please make sure you meet with the M&A team and sponsors before completing this template. Much of the information required will need to come from a discussion with team members and sponsors.  |
| M&A SPONSOR |   |
| M&A 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 |   |

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| **PROBLEM/ISSUE, GOALS, OBJECTIVES, AND DELIVERABLES** |
| PROBLEM OR ISSUE |   |
| PURPOSE OF M&A |   |
| BUSINESS CASE |   |
| GOALS / METRICS |   |
| EXPECTED DELIVERABLES |   |

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| **SCOPE AND SCHEDULE** |
| WITHIN SCOPE |  |
| OUTSIDE OF SCOPE |   |
| **TENTATIVE SCHEDULE** | **KEY MILESTONE** | **START** | **COMPLETE** |
|  | INITIAL PLANNING |   |   |
|  | FINALIZE M&A PLAN |   |   |
|  | SYNERGY ASSESSMENT |   |   |
|  | VALUATION |   |   |
|  | DUE DILIGENCE |   |   |
|  | INTEGRATION |   |   |
|  | POST-INTEGRATION REVIEW(S) |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |

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| **RESOURCES AND COSTS** |
| M&A TEAM |   |
| SUPPORT RESOURCES |   |
| SPECIAL NEEDS |   |
|  |  |  |  |  |
| **COST TYPE** | **VENDOR / LABOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
| LABOR |   |   |   |  |
| LABOR |   |   |   |  |
| LABOR |   |   |   |  |
| LABOR |   |   |   |  |
| LABOR |   |   |   |  |
| MISCELLANEOUS |   |   |   |  |
| **TOTAL ESTIMATED COSTS** |  |

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| **DEFINE THE M&A BENEFITS AND CUSTOMERS** |
| PROCESS OWNER |   |
| KEY STAKEHOLDERS |   |
| FINAL CUSTOMER |   |
| EXPECTED BENEFITS |   |
| **TYPE OF BENEFIT** | **DESCRIBE BASIS OF ESTIMATE** | **EST BENEFIT** |
| SPECIFIC COST SAVINGS |   |  |
| ENHANCED REVENUES |   |  |
| HIGHER PRODUCTIVITY (SOFT) |   |  |
| IMPROVED COMPLIANCE |   |  |
| BETTER DECISION MAKING |   |  |
| LESS MAINTENANCE |   |  |
| OTHER COSTS AVOIDED |   |  |
| **TOTAL EXPECTED SAVINGS** |  |

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| **DESCRIBE M&A RISKS, CONSTRAINTS, AND ASSUMPTIONS** |
| RISKS |   |
| CONSTRAINTS |   |
| ASSUMPTIONS |   |

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| **Prepared by** |   | **Date** |   |

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