**M&A CHARTER TEMPLATE [](https://goo.gl/ppXtuW)**

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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** | |  |

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

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

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