GENERAL PROJECT INFORMAT	TION			
PROJECT NAME		IMPORTANT REMINDER		
PROJECT SPONSOR		A narrative written charter must be circulated and signed		
PROJECT MANAGER		by the project sponsors. You		
EMAIL ADDRESS		can attach a completed		
PHONE NUMBER		version of this template to your narrative written charter in an		
ORGANIZATIONAL UNIT		effort to keep it short and concise. Please make sure you meet with the project team and sponsors before completing this template. Much of the information required will need to come from a discussion with team		
PROCESS IMPACTED				
EXPECTED START DATE				
EXPECTED COMPLETION DATE				
EXPECTED SAVINGS				
ESTIMATED COSTS				
GREEN BELTS ASSIGNED		members and sponsors.		
BLACK BELTS ASSIGNED				
DESCRIBE THE PROBLEM OR ISSU	IE, GOALS, OBJECTIVES, AND DELIVERABLES OF	THIS PROJECT		
PROBLEM OR ISSUE				
PURPOSE OF PROJECT				
BUSINESS CASE				
GOALS / METRICS				
EXPECTED DELIVERABLES				
DEFINE THE PROJECT SCOPE AN	D SCHEDULE			
WITHIN SCOPE				
OUTSIDE OF SCOPE				
TENTATIVE SCHEDULE	KEY MILESTONE	START	COMPLETE	

DEFINE THE PROJECT RESOURCE	S AND COSTS			
PROJECT TEAM	S AND COSIS			
SUPPORT RESOURCES				
SPECIAL NEEDS				
COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
LABOR				
MISCELLANEOUS				
		TOTAL COSTS		
DEFINE THE PROJECT BENEFITS A	ND 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				
DESCRIBE PROJECT RISKS, CONS	TRAINTS, AND ASSUMPTIONS			
RISKS				
CONSTRAINTS				
ASSUMPTIONS				
Prepared by:		Date:		

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