GENERAL PROJECT INFORMAT	GENERAL PROJECT INFORMATION					
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	STRAINTS, AND ASSUMPTIONS			
RISKS				
CONSTRAINTS				
ASSUMPTIONS				
Prepared by:		Date:		

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