**CONSTRUCTION PROJECT CHARTER EXAMPLE
for Microsoft Word**

IMPORTANT REMINDER

A narrative written charter must be circulated and signed by the project 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 project team and sponsors before completing this template. Having a discussion with these two parties will provide much of the information you need.

GENERAL PROJECT INFORMATION

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT SPONSOR |
|  Construction Operations Process Improvement |   |   |
| EMAIL | PHONE | ORGANIZATIONAL UNIT |
|   | 000-000-0000 |  |
| GREEN BELTS ASSIGNED |   |   | EXPECTED START DATE | EXPECTED COMPLETION DATE |
|   | 00/00/0000 | 00/00/0000 |
| BLACK BELTS ASSIGNED |   |   | EXPECTED SAVINGS | ESTIMATED COSTS |
|   | $237,750 | $184,900 |

PROJECT OVERVIEW

|  |  |
| --- | --- |
| PROBLEM OR ISSUE  | Construction Operating Crew Costs |
| PURPOSE OF PROJECT | In the previous nine months, Tiny Homes Construction’s (THC) operating costs have been an average of $144,000 per house, which is 21 percent above the target. |
| BUSINESS CASE | From March 2031 to November 2031, Bespoke Builders, LLC has experienced a 19 percent increase in operating costs concerning all construction crews at Tiny Homes Construction. The expanding costs have decreased quarterly profits over the last three quarters.  |
|  GOALS / METRICS | We will reduce Tiny Homes Construction's operating costs from the current $144,000 per unit to $133,760 per unit before the next quarter.  |
| EXPECTED DELIVERABLES |  |

PROJECT SCOPE

|  |  |
| --- | --- |
| WITHIN SCOPE | In Scope: Tiny Homes Construction crews and managers on all THC projects |
| OUTSIDE OF SCOPE | Out of Scope: all other Bespoke departments and construction crews |

TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
| Form Project Team / Preliminary Review / Scope |  |  |
| Finalize Project Plan / Charter / Kickoff |  |  |
| Perform Defining Phase |  |  |
| Perform Measurement Phase |  |  |
| Perform Analysis Phase |  |  |
| Perform Improvement Phase |  |  |
| Perform Control Phase |  |  |
| Perform Project Summary Report and Close Out Project |  |  |

RESOURCES

|  |  |
| --- | --- |
| PROJECT TEAM |   |
| SUPPORT RESOURCES |   |
| SPECIAL NEEDS |   |

COSTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COST TYPE** | **VENDOR / LABOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
| Labor |   | $150.00 | 200 |  $ 30,000.00  |
| Labor |   | $200.00 | 100 |  $ 20,000.00  |
| Labor |   | $350.00 | 50 |  $ 17,500.00  |
| Labor |   | $85,000.00 | 1 |  $ 85,000.00  |
| Labor |   | $4,850.00 | 3 |  $ 14,550.00  |
| Supplies |   | $17,850.00 | 1 |  $ 17,850.00  |
|   |   |   | TOTAL COSTS |  $ 184,900.00  |

BENEFITS AND CUSTOMERS

|  |  |
| --- | --- |
| PROCESS OWNER |   |
| KEY STAKEHOLDERS |   |
| FINAL CUSTOMER |   |
| EXPECTED BENEFITS |   |

|  |  |  |
| --- | --- | --- |
| **TYPE OF BENEFIT** | **BASIS OF ESTIMATE** | **ESTIMATED BENEFIT AMOUNT** |
| Specific Cost Savings |   |  $ 25,000.00  |
| Enhanced Revenues |   |  $ 92,500.00  |
| Higher Productivity (Soft) |   |  $ 17,500.00  |
| Improved Compliance |   |  $ 12,000.00  |
| Better Decision Making |   |  $ 18,500.00  |
| Less Maintenance |   |  $ 26,000.00  |
| Other Costs Avoided |   |  $ 46,250.00  |
|   |   |   | TOTAL BENEFIT |  $ 237,750.00  |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

|  |  |
| --- | --- |
| RISKS |   |
| CONSTRAINTS |   |
| ASSUMPTIONS |   |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | TITLE | DATE |
|   |   |   |

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| --- |
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