**ONE-PAGE MICROSOFT WORD**

**PROJECT CHARTER**

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT SPONSOR |
|  |   |   |
| EMAIL | PHONE | ORGANIZATIONAL UNIT |
|  | 000-000-0000 |   |
| ESTIMATED COSTS | EXPECTED SAVINGS | EXPECTED START DATE | EXPECTED COMPLETION |
| $0 | $0 | 00/00/0000 | 00/00/0000 |

PROJECT OVERVIEW

|  |  |
| --- | --- |
| PROBLEM OR ISSUE  |  |
| PURPOSE OF PROJECT |  |
| BUSINESS CASE |  |
| GOALS / METRICS |  |
| EXPECTED DELIVERABLES |  |

PROJECT SCOPE

|  |  |
| --- | --- |
| WITHIN SCOPE |  |
| OUTSIDE OF SCOPE |  |

TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
| Form Project Team and Conduct Preliminary Review |  |  |
| Finalize Project Plan and Project Charter |  |  |
| Conduct Definition Phase |  |  |
| Conduct Measurement Phase |  |  |
| Conduct Analysis Phase |  |  |
| Conduct Improvement Phase |  |  |
| Conduct Control Phase |  |  |
| Close Out Project and Write Summary Report |  |  |

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