

GENERAL M&A INFORMATION

M&A NAME		<p>IMPORTANT REMINDER</p> <p>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.</p> <p>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.</p>
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		

PROBLEM / ISSUE, GOALS, OBJECTIVES, AND DELIVERABLES

PROBLEM OR ISSUE	
PURPOSE OF M&A	
BUSINESS CASE	
GOALS / METRICS	
EXPECTED DELIVERABLES	

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)		

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				

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	

Prepared by		Date	
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