

PROJECT CHARTER TEMPLATE EXAMPLE

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GENERAL PROJECT INFORMATION

PROJECT NAME	PROJECT MANAGER	PROJECT SPONSOR

EMAIL	PHONE	ORGANIZATIONAL UNIT

GREEN BELTS ASSIGNED	EXPECTED START DATE	EXPECTED COMPLETION DATE

BLACK BELTS ASSIGNED	EXPECTED SAVINGS	ESTIMATED COSTS

PROJECT OVERVIEW

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

RESOURCES

PROJECT TEAM	
SUPPORT RESOURCES	
SPECIAL NEEDS	

COSTS

COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
TOTAL COSTS				

BENEFITS AND CUSTOMERS

PROCESS OWNER	
KEY STAKEHOLDERS	
FINAL CUSTOMER	
EXPECTED BENEFITS	

TYPE OF BENEFIT	BASIS OF ESTIMATE	ESTIMATED BENEFIT AMOUNT
Specific Cost Savings		
Enhanced Revenues		
Higher Productivity (Soft)		
Improved Compliance		
Better Decision Making		
Less Maintenance		
Other Costs Avoided		
TOTAL BENEFIT		

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY

TITLE

DATE

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