**Six Sigma Team Charter Template**

PROJECT INFORMATION

|  |  |  |
| --- | --- | --- |
| PROJECT NAME | PROJECT MANAGER | PROJECT SPONSOR |
|   |   |   |
| 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 |
|   |  |  |

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

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. Much of the information required will need to come from a discussion with team members and sponsors.

PROJECT OVERVIEW

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| EXPECTATION | EXAMPLE | TEAM RULE |
| PROJECT DESCRIPTION | Provide a brief overview of the project, including the process to be improved and the context for the project within the organization. |  |
| PROBLEM STATEMENT | Clearly define the problem with specific data points illustrating the performance gap. Ensure the problem statement is measurable and time bound. |  |
| BUSINESS CASE | Justify the need for the project by explaining its importance to the business. Include potential financial benefits, impact on customer satisfaction, and alignment with organizational goals. |  |
| GOAL STATEMENT | Specify the SMART goals for the project. Define what success looks like in terms of measurable improvements in process performance. |  |

PROJECT SCOPE

Outline the boundaries of the project. Define what is included and excluded from the project scope to ensure focus and manageability.

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

TEAM MEMBERS

List all team members, including their Six Sigma roles (e.g., Champion, Master Black Belt, Black Belt, Green Belt, team members).
Include names, titles, and contact information.

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| --- | --- | --- | --- |
| SIX SIGMA ROLE | NAME | TITLE | CONTACT |
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ROLES AND RESPONSIBILITIES

Detail the specific responsibilities of each team member in the context of the Six Sigma project.
Ensure roles are clearly defined to facilitate accountability.

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| ROLE | RESPONSIBILITIES |
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DMAIC PHASES AND DELIVERABLES

Identify key deliverables for each phase of the DMAIC process (Define, Measure, Analyze, Improve, Control).
Include specific tasks, expected outcomes, and deadlines for each phase.

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| --- | --- | --- | --- |
| DMAIC PHASE | TASKS | OUTCOMES | DEADLINES |
| DEFINE |  |  |  |
| MEASURE |  |  |  |
| ANALYZE |  |  |  |
| IMPROVE |  |  |  |
| CONTROL |  |  |  |

TIMELINE

Provide a detailed timeline for the project, including start and end dates, and key milestones for each DMAIC phase.

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| --- | --- | --- |
| KEY MILESTONE | START | FINISH |
| Form Project Team / Preliminary Review / Scope |  |  |
| Finalize Project Plan / Charter / Kick Off |  |  |
| Define Phase |  |  |
| Measurement Phase |  |  |
| Analysis Phase |  |  |
| Improvement Phase |  |  |
| Control Phase |  |  |
| Project Summary Report and Close Out |  |  |

RESOURCES REQUIRED

List all resources needed for the project, including budget, personnel, equipment, and tools. Ensure resources are available and approved.

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

COSTS

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| --- | --- | --- | --- | --- |
| **COST TYPE** | **VENDOR / LABOR NAMES** | **RATE** | **QTY** | **AMOUNT** |
| **Labor** |   |  |  |  |
| **Labor** |   |  |  |  |
| **Labor** |   |  |  |  |
| **Labor** |   |  |  |  |
| **Labor** |   |  |  |  |
| **Supplies** |   |  |  |  |
| **Miscellaneous** |   |  |  |  |
|   |   |   | TOTAL COSTS |  |

PERFORMANCE

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| EXPECTATION | EXAMPLE | TEAM RULE |
| Key Metrics (CTQs) | Define the Critical to Quality (CTQ) metrics that will be used to measure the success of the project. Include baseline performance data and target performance levels. |  |
| Baseline Performance | Document the current performance levels of the process based on collected data. Use this as the reference point for measuring improvement. |  |
| Target Performance | Specify the desired performance levels that the project aims to achieve. Ensure targets are challenging yet achievable. |  |

STAKEHOLDERS

Identify all stakeholders, including their roles and interests in the project.
Ensure communication and engagement plans are in place to manage stakeholder expectations.

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| ROLE | RESPONSIBILITIES |
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COMMUNICATION PLAN

Outline how the team will communicate throughout the project.
Include frequency of meetings, reporting structures, and tools used for communication.

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| Meeting Type and Frequency |   |
| Reporting Structures |   |
| Methods |   |

RISK MANAGEMENT PLAN

Identify potential risks and develop mitigation strategies. Include a risk assessment matrix and contingency plans.

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| POTENTIAL RISK | MITIGATION STRATEGY | CONTINGENCY PLAN |
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APPROVAL SIGNATURES

Ensure the charter is reviewed and approved by key stakeholders, including the project Champion and Sponsor.
Obtain signatures to formalize the approval.

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| STAKEHOLDER ROLE | STAKEHOLDER NAME | SIGNATURE | DATE |
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