

Project Charter

<i>Project Title</i>	
<i>Description</i>	
<i>Project Goal(s)</i>	•
<i>Deliverables</i>	•
<i>In Scope</i>	•
<i>Out of scope</i>	•
<i>Sponsor</i>	
<i>Leader</i>	
<i>Team Members</i>	
<i>Resources Required</i>	

<i>Key Project Milestones</i>	<i>Owner</i>	<i>Due Date</i>

Sponsor Sign-off (approval to begin project)

Signature

Date

Project Charter Instructions

<i>Project Title</i>	The project title should be a brief, 1 sentence description of the project. It should be written as specific as possible. E.g. "Implement PFEP for steel coil by 3/30/2020"
<i>Description</i>	The description is a short paragraph that gives more detail about the project. It should describe why the project is important.
<i>Project Goal(s)</i>	<ul style="list-style-type: none"> Project goals are the measurable outcomes that are expected from the project. It should answer the questions "How will we know when we have succeeded?"
<i>Deliverables</i>	<ul style="list-style-type: none"> Deliverables are the tangible evidence that one can "hold in their hand" when the project is done. It is something that you can see and touch. Examples might include a training manual, standard work, a revised process flow, or a new piece of equipment on the shop floor.
<i>In Scope</i>	<ul style="list-style-type: none"> In Scope and Out of Scope define the boundaries of the project. Every project has edges, and these statements make them explicit so that all can agree to them.
<i>Out of scope</i>	<ul style="list-style-type: none">
<i>Sponsor</i>	The sponsor is the senior-most person with accountability for the project. They may not be actively involved in the project day-to-day, but they are responsible for achieving the project goals. They ensure that the project has the resources it needs and that obstacles are removed.
<i>Leader</i>	This is the project leader that is managing the project day-to-day.
<i>Team Members</i>	People that will be actively involved on the project
<i>Resources Required</i>	This describes resources needed, other than people, such as money, space, and equipment.

<i>Key Project Milestones</i>	<i>Owner</i>	<i>Due Date</i>
Milestones break the project into a phases. They provide the guidepost as to whether a project is on track or not		

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