

Project Charter

Project Type	Improvement / Problem Solving / Others								
Project Methodology	DMAIC / QC / LQC / Poka-Yoke / Kobetsu Kaizen / PDCA / Others								
Project Team Type	CFT / QIT / SIT / QC / AM / 5S / Others								
Project Classification	P	Q	C	D	S	M	E	Maint.	CSR
Plant / Department				Process / Area					
Team Name				Team Registration No.					
Team Formation Year				Project Registration No.					
Team Sponsor / Mentor				Team Coordinator					
Team Leader				Team Facilitator					
Team Members				Project No.					

Problem / Opportunity Statement:
Selection Justification, Losses & Major Issues, Background & Challenges, Voice of Customer (use annexure if needed):
Project Theme (SMART Goal):

Measurement Item		From (Baseline)		To (Target)	
Project Duration		Start Month		End Month	
Estimated Cost		ROI (if any)		Confidence Level %	

Key Tangible & Intangible Benefits Expected, Scope & Boundaries, and Assumptions (use annexure if needed):
Facilitator's Input:
Mentor's Input:
Annexures:

1) Activity Schedule (Mandatory) , 2) Past Performance Trends, 3) Other need based information

	Name	Role	Designation	Signature	Date
Proposed By		Team Leader			
Checked By		Facilitator			
Approved By		Mentor / Sponsor			
Registered By		Coordinator			