

| Project Charter   |  |                            |                         |                        |                              |
|-------------------|--|----------------------------|-------------------------|------------------------|------------------------------|
| Project Name      |  |                            |                         |                        |                              |
| Problem Statement |  | Business Case and Benefits |                         |                        |                              |
|                   |  |                            |                         |                        |                              |
|                   |  | Timeline                   |                         |                        |                              |
| Goal Statement    |  | Phase                      | Planned Completion Date | Actual Completion Date |                              |
|                   |  | Define                     |                         |                        |                              |
|                   |  | Measure                    |                         |                        |                              |
|                   |  | Analyze                    |                         |                        |                              |
|                   |  | Improve                    |                         |                        |                              |
|                   |  | Control                    |                         |                        |                              |
|                   |  | Team Members               |                         |                        |                              |
| Scope             |  | Position                   | Person                  | Title                  | Dedicated Amount of Time (%) |
| In Scope          |  | Team Lead                  |                         |                        |                              |
|                   |  | Sponsor                    |                         |                        |                              |
|                   |  | Team Member 1              |                         |                        |                              |
| Out of Scope      |  | Team Member 2              |                         |                        |                              |
|                   |  | Team Member 3              |                         |                        |                              |
|                   |  | Team Member 4              |                         |                        |                              |