

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			