

Project Charter

Definition:

- One page document that summarizes the fundamental information of a project before it begins.

Used to ensure that the project:

- Is business focused.
- Is well scoped.
- Is executed in a timely manner.
- Have the necessary resources.
- Have the necessary support.

Benefits:

- Establishes a shared understanding of the project scope and objectives.
- Enables all stakeholders to review the project and commit it.
- Acts as a contract between the key stakeholders and the project team.
- Communicates the objectives to those outside the project team.
- Serves as a reference for future projects.

Key elements:

- Problem and goal statements.
- A **project team** that includes a dedicated project leader and team members from cross functions.
- A **project scope** which defines what is involved in the project and what is not.
- Voice of the customer (VOC).
- Project metrics (primary, financial or both).
- The **time** required to complete the project.
- **Signing** the project charter by key stakeholders.

A Project Charter May Contain:

- Key stakeholders and their concerns.
- Project implementation methodology.
- Cost and benefit analysis.
- Risk assessment of the planned activities.
- Project deliverables at every stage.
- Project milestones.
- The required resources including funding.
- A communication plan.

Although project charters are short and brief, they often refer to more detailed documents.



Goal Statement Example: “Reduce oil losses of the manual refilling process of the forming machines in line #4 to less than 1% per drum by the 30th of October”.

PROJECT CHARTER		
Problem:	Goal:	VOC:
Project Team:	Metrics:	Scope:
Milestones:		