Project Charter Template

# Team lead information

*Only use this template if you’re unable to access the* [*project report form*](https://apps.gov.powerapps.us/play/e/eeba1ad7-d156-e800-9141-f7c5e655c379/a/ba0fa867-a211-4349-aed5-bb5e5a9c946f?tenantId=f4e2d11c-fae4-453b-b6c0-2964663779aa&hint=5eec2161-e31b-4bc3-ac7a-a590ea444453&sourcetime=1699556105867)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team lead name** |  |  | **Agency** |  |
| **Team lead email** |  |  | **Division** |  |
| **Yellow Belt project?** |  |  | **Bureau** |  |

# Project charter

**Project Name** – *What are you doing in this project?*

**Background** – *Provide some context. Explain what the process is.*

**Problem Statement** – *What’s the problem? What’s the value in solving it?*

**Stakeholders** – *Who is affected by this process? Who is involved in this process?*

**Scope** – *What are you focusing on in this project? What related processes will you avoid changing?*

**Problem Magnitude** – *How many people are affected by this problem? How often does it occur?*

**Goals** – *What do you hope to accomplish in this project? What does success look like?*

# Before improvement

**Before data** – *Put an X to the left of the metrics you used and the metric value before improvement on the right.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  Annual hours required |  |  |  |  Number of steps in process |  |
|  |  Annual ongoing current cost |  |  |  |  Average lead time in days |  |
|  |  Annual ongoing future cost |  |  |  |  % of satisfied stakeholders |  |
|  |  |  |  |  |  Other:  |  |

# After improvement

**Outcomes** – *What solution did you implement? What were the outcomes of the improvement?*

**After data** – *Put an X to the left of the metrics you used and the metric value after improvement on the right.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  Annual hours required |  |  |  |  Number of steps in process |  |
|  |  Annual ongoing current cost |  |  |  |  Average lead time in days |  |
|  |  Annual ongoing future cost |  |  |  |  % of satisfied stakeholders |  |
|  |  |  |  |  |  Other:  |  |

**Metrics explanation** – *How did you arrive at the numbers entered above? Provide as much detail as possible.*

**One-time costs** – *Did this improvement cost any money to implement? Were there any one-time cost savings?*