<Project Title>

Project Charter

**Project Information**

***Business Case***

<Give a detailed business case for this project describing why this project is important.>

***Current High-Level Process Diagram***

<Provide a high-level flow/map using Smart Art below or attach/link to a full SIPOC diagram. Optional, but recommended.>

***Problem Statement***

<Detail when the problem has been observed, what the problem is, the magnitude of the problem, and the impact/consequence of the problem.>

***Objective Statement***

<The statement should quantify specific expectations and requirements of the final improvement, service, or product. Outline expected outputs and outcomes by indicating improvement targets, product requirements, service qualities, and expected timeframes. Use the SMART guideline for writing the Objective Statement and then specify the Outputs and Outcomes for Customers.>

AND/OR

<Identify the key output metric to be improved using below table. *Remove table otherwise.*>

|  |  |  |  |
| --- | --- | --- | --- |
| **Metric** | **Current** | **Target** | **% Change** |
|  |  |  |  |
|  |  |  |  |

***In Scope***

<Provide a brief description of what is in scope for this engagement. Focus scope description on process boundaries or specific constraints (e.g., excluding Civil Service Employee Class), not project deliverables (e.g., Charter, Project Plan, etc.).>

***Out of Scope***

<Provide a brief description of what is out of scope for this project.>

**Project Plan**

***Project Timeline***

<Using the table below, provide expected start and end dates for the project or, if the project has multiple phases, list start and end dates for each phase.>

|  |  |  |
| --- | --- | --- |
| **Phase** | **Expected Start Date** | **Expected End Date** |
|  |  |  |
|  |  |  |

***Project Team***

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Estimated Commitment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Agreement**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date** |
| Project Sponsor |  |  |