

**Project Charter**

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| **Focus Area**: | **Project Sponsor:** | | **Opeartional Leader(s):** | **Project Lead:** |
| **Project Name**: | | | **Start Date:** | **Last Updated:** |

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| 1. **Current Condition: (Problem Statement)** | **3. Goal Statement / Deliverables** | | | |
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| **2. Analysis:** *What is the root cause of the problem? Why does a gap exist between the current and target condition? What does the research say on the topic? Assumptions/Risks* | **4. Metrics** | Baseline | Target | **Long Term** |
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| **5. Business Case /Alignment** | | | |
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| **6. Scope** | **7. Team Membership** |
|  | **Initiative Lead:**  **Operational Leader(s):**  **Team Members:**  **Project Management:**  **Other approval/review members:**  Have you contacted and confirmed participation of all team members listed? □ |

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| **8. Key Activities and Milestones / Action Plan** | | Shade intensity of work: high, medium, low | | | | | |
| **Focus Area** | **Activity** List activities in support of the focus areas. | **Responsibility** | **Wk 1-2** | **Wk 3-4** | **Wk 5-6** | **Wk 7-8** | **Completion** |
| Engaging the Team  Plan/Communicate |  |  |  |  |  |  |  |
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| Assessing Current State  Observations/Baseline Data |  |  |  |  |  |  |  |
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| Assessing Current State  Root Cause Analysis |  |  |  |  |  |  |  |
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| Executing Improvements  Test of Change |  |  |  |  |  |  |  |
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| Sustaining Chnage  Analyze Results / Embed standards |  |  |  |  |  |  |  |
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