

**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 TeamPlan/Communicate |  |  |  |  |  |  |  |
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| Assessing Current StateObservations/Baseline Data |  |  |  |  |  |  |  |
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| Assessing Current StateRoot Cause Analysis |  |  |  |  |  |  |  |
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| Executing ImprovementsTest of Change |  |  |  |  |  |  |  |
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| Sustaining ChnageAnalyze Results / Embed standards |  |  |  |  |  |  |  |
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