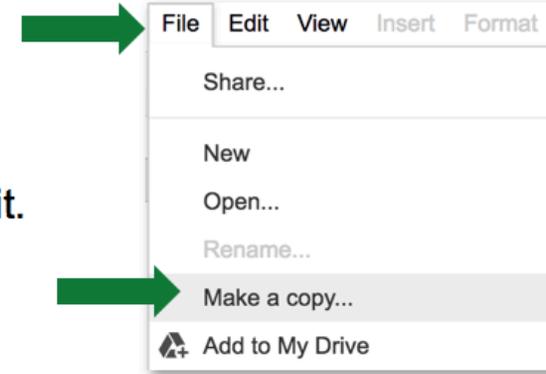


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PROJECT DEFINITION TEMPLATE

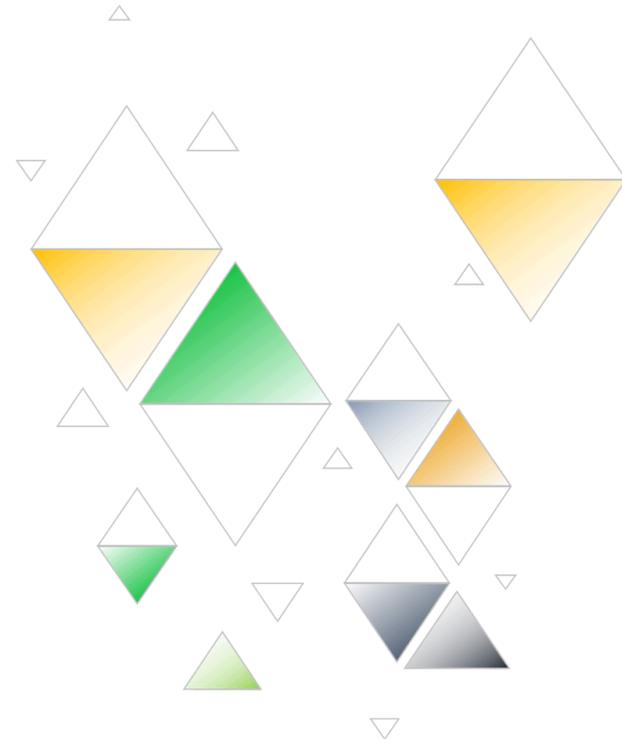
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Template begins on page 2.

IMPORTANT REMINDER

A narrative written charter must be circulated and signed by the project sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise.

Please make sure you meet with the project team and sponsors before completing this template. Much of the information required will need to come from a discussion with team members and sponsors.



PROJECT DEFINITION TEMPLATE

GENERAL PROJECT INFORMATION

PROJECT NAME	PROJECT MANAGER	PROJECT SPONSOR
EMAIL	PHONE	ORGANIZATIONAL UNIT
GREEN BELTS ASSIGNED	EXPECTED START DATE	EXPECTED COMPLETION DATE
BLACK BELTS ASSIGNED	EXPECTED SAVINGS	ESTIMATED COSTS

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	
BUSINESS CASE	
GOALS / METRICS	

EXPECTED
DELIVERABLES

PROJECT SCOPE

WITHIN
SCOPE

OUTSIDE
OF SCOPE

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Form Project Team / Preliminary Review / Scope		
Finalize Project Plan / Charter / Kick Off		
Define Phase		
Measurement Phase		
Analysis Phase		
Improvement Phase		
Control Phase		
Project Summary Report and Close Out		

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RESOURCES

PROJECT TEAM	
SUPPORT RESOURCES	
SPECIAL NEEDS	

COSTS

COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
Labor				
Supplies				
Miscellaneous				
				TOTAL COSTS

BENEFITS AND CUSTOMERS

PROCESS OWNER	
KEY STAKEHOLDERS	
FINAL CUSTOMER	
EXPECTED BENEFITS	

TYPE OF BENEFIT	BASIS OF ESTIMATE	ESTIMATED BENEFIT AMOUNT
Specific Cost Savings		
Enhanced Revenues		
Higher Productivity (Soft)		
Improved Compliance		
Better Decision Making		
Less Maintenance		
Other Costs Avoided		
		TOTAL BENEFIT

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY

TITLE

DATE

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