

## Project Charter

**Project Name:**

**Opportunity/Problem Statement:**

**Business Case/Impact:**

**Team Members:**

**Project Owner:**

**Project Sponsor:**

**SMEs:**

**Project Performance Indicator(s)**

**Target(s)**

**Project Boundary & Scope**

## Project Schedule

		Legend: <span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; background-color: white;"></span> Planned <span style="display: inline-block; width: 15px; height: 10px; border: 1px solid black; background-color: gray;"></span> Actual * indicates tollgate date																		
Schedule of Activities	Day/Wk/Mo														Comments					
	Define																			
	Measure																			
	Analyze																			
	Improve																			
	Control																			

## Meeting Record

Meetings	No.	Date	Time	Att.	No.	Date	Time	Att.	No.	Date	Time	Att.	No.	Date	Time	Att.	Notes		

No. - Mtg. #    Date - of Mtg.    Time - duration of Mtg.    Att. - how many in attendance (use Minutes to capture who attended)