

Chapter 7: Project charter

The next 5 slides forms a template for the project charter.
The contents is a summery of the work in DEFINE.

Project manager:	Project owner (sponsor):
Project team (full name, function):	Project supervisor (BB):

State the team in the different phases using their initials

DEFINE	MEASURE/ANALYZE	IMPROVE	CONTROL

Identify (option)

Background for this project:

Other projects related to the same problem:

This slide is applicable when the business has formalized portfolio management and Six Sigma is a category of projects

Prioritization matrix for project qualification

Criteria					SUM
Weighting factor					
Project score					

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Project title:

Problem statement:

Process scope (start, stop):

Project scope (include, exclude):

Document version:..... Previous version:.....

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Improvement goals (CTQs):

Metric	Baseline	Target	Ideal performance

Economical profits (Business Case):**Other gains:**

What should be included in the project to ensure <i>sustain</i> (optional)

What should be included in the project to prepare for further improvements/reuse (optional)

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Critical success factors	Actions	Responsible

High level project plan:

Milestone	Description	Start date	End date
DEFINE			
MEASURE			
ANALYZE			
IMPROVE			
CONTROL			

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