

# Performance Improvement Project Charter

A project charter clearly establishes the goals, scope, timing, milestones and team roles and responsibilities for an improvement project. The charter is a valuable document because it helps a team stay focused. Use this worksheet to define key charter components.

## Project Overview

Name of project:

Problem to be solved:

Background leading up to the need for this project:

The goal(s) for this project:

Scope—the boundary that tells where the project begins and ends. The project scope includes:

## Project Approach

Recommended Project Timetable:

Project Phase	Start Date	End Date
Initiation: Project charter developed and approved		
Planning: Specific tasks and processes to achieve goals defined		
Implementation: Project carried out		
Monitoring: Project progress observed, and results documented		
Closing: Project ended, and summary report written		

## Project Team and Responsibilities

Recommended Project Timetable:

Title	Role	Person Assigned
Project Sponsor	Provide overall direction and oversee financing for the project	
Project Director	Coordinate, organize and direct all activities of the project team	
Project Manager	Manage day-to-day project operations, including collecting and displaying data from the project	
Team Members*		

Material Resources Required for the Project (e.g., equipment, software, supplies):

## Barriers

What could get in the way of success?	What could you do about this?

## Project Approval

The signatures of the people below relay an understanding and approval of the purpose and approach to this project. By signing this document, you agree to establish this document as the formal Project Charter and sanction work to begin on the project as described within.

Title	Name	Signature	Date
Administrator			
Project Sponsor			
Project Director*			
Project Manager*			

\*May not always have both roles