# Lean Six Sigma Project Charter

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| ***Project Leader*** | |  | ***Deployment Champion*** | | | |  | | |
| ***Start Date*** | |  | ***Target Completion Date*** | | | |  | | |
| **Element** | **Description** | **Team Charter** | | | | | | |
| **1. Project Scope:** | Describe the project scope |  | | | | | | |
| **2. Process:** | The process that will be targeted by this project. |  | | | | | | |
| **3. Objective:** | What improvement is targeted and what will be the impact on critical business metrics? | **Metric** | **Baseline** | | **Goal** | | **Entitlement** | **Improvement** |
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| **4. Business results:**  **(in dollars if possible)** | What are the projected cost savings – provide both “hard” savings, “soft” savings. |  | | | | | | |
| **5. Benefits** | In addition to the cost savings, describe the potential benefits from this project. |  | | | | | | |
| **7. Team members:** | List the names and job responsibilities of the members of your team. |  | | | | | | |
| **8. Schedule:** | Define the goals for the key milestones/dates. | Measure Review | |  | | | | |
|  |  | Analyze Review | |  | | | | |
|  |  | Improve Review | |  | | | | |
|  |  | Control Review | |  | | | | |
|  |  | Project Complete | |  | | | | |
| **9. Support required:** | Do you anticipate the need for any special capabilities, hardware, trials, etc? |  | | | | | | |