

## Project Charter

|                     |  |                 |  |
|---------------------|--|-----------------|--|
| <b>Project Name</b> |  |                 |  |
| <b>Start Date</b>   |  | <b>End Date</b> |  |

**Objective (Voice of the Customer):**

**Background Information (Voice of the Process):**

| Applicable Business Goal | Current Performance | Goal Performance | Variance |
|--------------------------|---------------------|------------------|----------|
|                          |                     |                  |          |
|                          |                     |                  |          |
|                          |                     |                  |          |

|   | Key Success Indicators/Deliverables: | As measured by: | Attained by: |
|---|--------------------------------------|-----------------|--------------|
| 1 |                                      |                 |              |
| 2 |                                      |                 |              |
| 3 |                                      |                 |              |
| 4 |                                      |                 |              |
| 5 |                                      |                 |              |

**Process Bookends**

Start at:

You're done when:

| Stakeholder | Project Role | Stakeholder | Project Role |
|-------------|--------------|-------------|--------------|
|             |              |             |              |
|             |              |             |              |
|             |              |             |              |
|             |              |             |              |

**Special Considerations and Constraints:**

**Reference Documents Attached:**

- 1.
- 2.

|                                  |                                |
|----------------------------------|--------------------------------|
| <b>Project Sponsor Signature</b> | <b>Process Owner Signature</b> |
| Date:                            | Date:                          |