

# Project Charter

## Project Information

**Project Name**

**Chartered Date**

**Sponsoring Organization**

**Project Start Date**

**Revision Number**

**Target Completion Date**

## Team Sponsors

**Project Sponsor**

**Contact Number**

**Project Black Belt**

**Contact Number**

**Project Green Belt**

**Contact Number**

## Additional Team Members

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

## Principle Stakeholders

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

**Name**

**Role**

**Contact Number**

## Project Goals

## Process Problem

**Scope of Project**

Empty text area for Scope of Project.

**Process Importance**

Empty text area for Process Importance.

**Authorized Resources**

Empty text area for Authorized Resources.

**Sponsor Approval**

**Sponsor Signature**

Empty signature box.

**Date**

Empty date box.