**Lean Six Sigma Project Charter**

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| **Project Title:** |  |
| **Project type**: **(BB/GB/YB)** |  |

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| **Key Roles** | | |
| **Role** | **Name** | **Contact Details** |
| **Belt (Project Leader)** |  |  |
| **Champion / Sponsor** |  |  |
| **Finance** |  |  |
| **Coach / MBB** |  |  |
| **Team Members:** Please indicate the nature and extent of their involvement |  |  |
| **Key Stakeholders:** People who have a vested interest in the outcome of this project |  |  |

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| **Project Overview** | | | | |
| **Problem Statement:** Quantifies the issues and their impact on the business (What, Where, When, How bad, How much & How do I know) |  | | | |
| **SMART Goals:** Specific, Measurable, Achievable, Realistic, Time bound. |  | | | |
| **Scope:**  Describe the area where the project work will be done and where the results will be effective. Describe also the boundaries and/or the interdependencies of the project. | **In Scope** | | **Out of Scope** | |
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|  | **Start Date:** |  | **End Date:** |  |

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| **Cost / Benefit Analysis** | | |
|  | **Description (including assumptions):** | **Estimated Annualised Value:** |
| **Tier 1 Benefits - Hard Savings / Cash Injections** These savings impact directly on the P&L or Balance sheet |  |  |
| **Tier 2 Benefits – Soft Savings**  These savings impact indirectly on the P&L or Balance sheet. Please include any enabling benefits that improve operational performance |  |  |
| **Tier 3 –** **Cost avoidance** Avoiding a future spend |  |  |
| **Total Annualised Savings Estimate:** | |  |
| **Customer Benefits:** How will our Customers benefit from this project? |  | |
| **Process Benefits:** How will our Processes benefit from this project? |  | |
| **People Benefits:** How will our workforce benefit from this project? |  | |
| **Project costs**:  What cost will there be for the Business to deliver the Benefits above | **Description (included assumptions):** | **Estimated Annualised Value:** |
|  |  |
| **Cost / Benefit Analysis:**  Summarise the Business Case for this Project | |  |

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| **Project Timings** | | |
| **Project Phase:** | **Duration** | **Estimated Closure / Tollgate dates** |
| **Define** |  |  |
| **Measure** |  |  |
| **Analyse** |  |  |
| **Improve** |  |  |
| **Control** |  |  |
| **Close** |  |  |

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| **Metrics** | |
| **Project Y (key output metric)** |  |
| **Current** |  |
| **Target** |  |

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| **Approvals** | |
| **Belt (Project Leader)** |  |
| **Champion / Sponsor** |  |
| **Finance** |  |
| **Coach / MBB** |  |