

# Team Charter

## *Project Definition*

**Specific item of waste/opportunity:**

**Problem statement:**

**Objective:**

**Key business goals which the project supports or impacts:**

**Benefits:**

**Key performance measures:**

Overall results measures:

Process measures:

Quality measures:

## *Recommended Team*

**Sponsor:**

**Team Leader:**

**Team Members:**

**Facilitator:**

**Resource Specialist:**



conwaymanagement

*Project Scope*

**Background Data:**

**Constraints/limits:**

**Resources required:**

**Reporting review/evaluation cycle:**

**Target Completion Date:**

**Customers:**

**Suppliers:**

**Expected deliverable:**

\_\_\_\_ Recommendation

\_\_\_\_ Improvements implemented

\_\_\_\_ Improvements implemented and standardized

\_\_\_\_ Other:

