

# PROJECT CHARTER

**PROJECT NAME:** \_\_\_\_\_

Please come prepared to your KPI Fire training with a project that you are currently working on, or

<b>Problem or Opportunity</b>	<b>Goal Statement</b>
<p>What is the Problem(s) that you have:</p>  <p>Which key business metric is negatively affected by this problem: (identify metric, use numbers to quantify problem impact)</p>  <p>What opportunity can be captured:</p>	<p>We intend to (Increase / Decrease) the _____</p> <p>From _____ to _____ (before value) (after value)</p> <p>This should result in a _____ Impact (Cost Savings/ Cost Avoidance)</p> <p>Impact Amount: _____ (\$)</p>

<b>Scope</b>	
<p><b>In Scope:</b> List a few of the actions included with this project</p>	<p><b>Out of Scope:</b> List a few of the actions included with this project</p>

<b>Project Team: Who will be involved in this project</b>		<b>Notes</b>
<b>Executive Sponsor</b>		
<b>Project Leader</b>		
<b>Team Members:</b> Admin Users		
<b>Finance</b> (Project benefits)		
<b>Technical</b> (SSO or API)		