

PROJECT CHARTER

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

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

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

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

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