

SIX SIGMA PROJECT CHARTER FORM

Try Smartsheet for FREE

IMPORTANT REMINDER

A narrative written charter must be circulated and signed by the project sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise.

Please make sure you meet with the project team and sponsors before completing this template. Much of the information required will need to come from a discussion with team members and sponsors.

GENERAL PROJECT INFORMATION			
PROJECT NAME		PROJECT MANAGER	PROJECT SPONSOR
Positive Charge EMV Station Installations		Jane Matthews	Jill DeGrassio
EMAIL	PHONE	ORGANIZATIONAL UNIT	
jane.matthews@positivecharge.com	000-000-0000	Field Engineering, Operations, and Project Management	
GREEN BELTS ASSIGNED		EXPECTED START DATE	EXPECTED COMPLETION DATE
Wendy Williams (Project Management)		02/19/20XX	11/30/20XX
BLACK BELTS ASSIGNED		EXPECTED SAVINGS	ESTIMATED COSTS
Rakesh Agarwal (Director of Operations)		\$897,654	\$453,218
PROJECT OVERVIEW			
PROBLEM OR ISSUE	Our goal for this project is to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs.	IMPORTANT REMINDER A narrative written charter must be circulated and signed by the project sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise.	
PURPOSE OF PROJECT	The implementation of the 1,125 EV charging stations will reduce fossil-fuel emissions and have a positive impact on the environment. This will help fulfill Positive Charge's mission of being the world's largest EV-charging provider and reduce the environmental impact of fossil-fuel cars through our services.	Please make sure you meet with the project team and sponsors before completing this template. Much of the information required will need to come from a discussion with team members and sponsors.	
BUSINESS CASE	As EVs become more prevalent, more EV-charging stations are needed to accommodate EV drivers' charging needs. The implementation of the 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging "traffic" will reduce the lengths to which EV drivers would have to travel for their next charge. The implementation of the EV-charging stations will also result in a 24% profit for Positive Charge.		
GOALS / METRICS	The project goal is to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada. The metrics used to measure success will primarily be the following key performance indicators (KPIs): Revenue Growth, Client Retention Rate, and Customer Satisfaction.		
EXPECTED DELIVERABLES	Install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada to accommodate malls' and service stations' EV-charging needs.		
PROJECT SCOPE			
WITHIN SCOPE	Operations engineers, project managers and field implementation engineers will work with third-party client site personnel to install 1,125 EV charging stations at 116 locations across the US, Mexico, and Canada.		
OUTSIDE OF SCOPE	Positive Charge is not responsible for third-party / client's locations preparatory work (e.g., permits for digging, city region electricity-availability logistics, etc.). However, Positive Charge project managers can provide clients with a checklist to ensure their locations are adequately prepared for the installation of our EV charging stations.		
TENTATIVE SCHEDULE			
KEY MILESTONE	START	FINISH	
Form Project Team / Preliminary Review / Scope	12/05/20XX	01/11/20XX	
Finalize Project Plan / Charter / Kick Off	12/06/20XX	02/01/20XX	
Define Phase	12/07/20XX	02/02/20XX	
Measurement Phase	12/08/20XX	02/10/20XX	
Analysis Phase	12/09/20XX	02/26/20XX	
Improvement Phase	01/10/20XX	03/10/20XX	
Control Phase	02/08/20XX	03/08/20XX	
Project Summary Report and Close Out	04/23/20XX	06/23/20XX	
RESOURCES			
PROJECT TEAM	Janine Remaglio - Project Manager David Coen - Chief Engineer	Rita Preze - CFO Lisa Jones - QA Director	Donald Smythe - Field Engineer
SUPPORT RESOURCES	Operations, Sales, Project Management, Engineering		
COSTS			
COST TYPE	VENDOR / LABOR NAMES		
Labor	Electro Charge Logistics, Inc.		
Labor	Level 1 EVS		
Labor	Level 2 EVS		
Labor	EVC Fast Chargers		
Labor	Battery Vendor		
Supplies	Power Conversion System Vendor		
Miscellaneous	Third-Party Software		
BENEFITS AND CUSTOMERS			
PROCESS OWNER	Jane Matthews - Project Manager		
KEY STAKEHOLDERS	Jill DeGrassio		
FINAL CUSTOMER	116 clients across the US, Mexico, and Ca		
EXPECTED BENEFITS	The implementation of the 1,125 EV charg accommodate malls' and service stations have to travel for their next charge. The in for Positive Charge.		
TYPE OF BENEFIT		BASIS OF ESTIMATE	
Specific Cost Savings	Estimator's projections		
Enhanced Revenues	Finance's projections		
Higher Productivity (Soft)	Project management's estimator		
Improved Compliance	Operations' estimations		
Better Decision Making	Project management's estimator		
Less Maintenance	Project management's estimator		
Other Costs Avoided	Finance's projections		
RISKS, CONSTRAINTS, AND ASSUMPTIONS			
RISKS	Though contract is signed, Operations still Yuma. Project management to work with installations.		
CONSTRAINTS	We have to "backfill" some key project me "on the ground" to manage EV stations' im		
ASSUMPTIONS	We assume that all permits for installation implementation.		
PREPARED BY	TITLE		
Jane Matthews	Senior Project Manage		

SIX SIGMA PROJECT CHARTER FORM

GENERAL PROJECT INFORMATION

PROJECT NAME

PROJECT MANAGER

PROJECT SPONSOR

--	--	--

EMAIL

PHONE

ORGANIZATIONAL UNIT

--	--	--

GREEN BELTS ASSIGNED

EXPECTED START DATE

EXPECTED COMPLETION DATE

--	--	--

BLACK BELTS ASSIGNED

EXPECTED SAVINGS

ESTIMATED COSTS

--	--	--

PROJECT OVERVIEW

PROBLEM OR ISSUE	
PURPOSE OF PROJECT	
BUSINESS CASE	
GOALS / METRICS	
EXPECTED DELIVERABLES	

PROJECT SCOPE

WITHIN SCOPE	
OUTSIDE OF SCOPE	

TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH

RESOURCES

PROJECT TEAM	
SUPPORT RESOURCES	
SPECIAL NEEDS	

COSTS

COST TYPE	VENDOR / LABOR NAMES	RATE	QTY	AMOUNT
TOTAL COSTS				

BENEFITS AND CUSTOMERS

PROCESS OWNER	
KEY STAKEHOLDERS	
FINAL CUSTOMER	
EXPECTED BENEFITS	

TYPE OF BENEFIT	BASIS OF ESTIMATE	ESTIMATED BENEFIT AMOUNT
Specific Cost Savings		
Enhanced Revenues		
Higher Productivity (Soft)		
Improved Compliance		
Better Decision Making		
Less Maintenance		
Other Costs Avoided		
TOTAL BENEFIT		

RISKS, CONSTRAINTS, AND ASSUMPTIONS

RISKS	
CONSTRAINTS	
ASSUMPTIONS	

PREPARED BY

TITLE

DATE

--	--	--

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.