

Project Charter for Process Improvement

Process/Project Title	
Project Start Date: (can be projected)	
Projected End Date:	
Problem Statement (Include customer affected, process under study, and waste being created. Describe challenges or problems with the current process and provide data where possible to substantiate the problem):	
Project Purpose/Goal Statement: What does the project hope to achieve? Include measures (time, cost, quality, etc.) that will be impacted when possible.	
Connection to MSU Denver Vision, Values and Strategic Themes: How does this process align with the University's priorities?	
Benefits to Customer(s): Who would benefit from the improvement? How would you know?	
Measures of Success: (What are the objectives and deliverables; How will we know when we're successful? Include quantifiable and/or qualitative measures that are observable in some way.)	

Team Members	Title/Department	Role
		<i>Sponsor/Decision-Maker</i>
Projected Timeline and Milestones		