##### Project Name

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| **Project** | Name of project |
| **Project Lead**  | Name of Black Belt | **Date** | *Date of charter review* |
| **Phone10/15/2010** | Black Belt Contact Info | **Email** | *Black Belt Contact Info* |

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| **Business Case** | * A good business case discusses the problem why it’s a problem why it’s important or why the business cares about the problem
* Business cases should incorporate:
	+ Quantifiable references to the problem in terms that the business cares about (Cost, Speed, Accuracy, Quality, Satisfaction etc.)
	+ Background or history, anything deemed relevant regarding the problem
	+ Implications of not addressing the problems
	+ Actions and/or results that might have previously been employed to resolve the problem
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| **Problem Statement** | * A problem statement should touch on 5 elements:
	1. Baseline: (where is the primary metric today)
	2. Goal: (where should the metric be)
	3. Gap: (difference between goal & baseline)
	4. COPQ: (cost of poor quality; the “value” of the gap)
	5. Time: (estimate of time required to close the gap)
* Problem statements are clear, brief and quantifiable – get to the point and stay focused!

*Example: Production line “A” outputs 5 pieces per min with a goal of 9. This is a gap of 4 pieces per min at COPQ of $8/min. This project will reduce the gap by 50% bringing output to 7 pieces per min, saving $4 per min by the end of Q1 2011.*  |
| **Project Objective** | Summarize the goal of the project (be concise, and quantifiable) |
| **Primary Metric** | Explain the primary metric, how it’s calculated and how frequently it’s measured. Put it into a run chart or time series graphic. Show it and track it over time. |
| **Secondary Metric** | Like the Primary, explain the secondary metric, how it’s calculated and how frequently it’s measured. Put it into a run chart or time series graphic. Show it and track it over time – Remember, the secondary is there to keep you and your project honest, it’s keeps the primary in check. |
| **High Level Timeline** | Estimate the (DMAIC project phases) in a timeline |
| **Project Scope** | Define what’s in and out of scope |
| **Project Team** | Identify the working project team |
| **Stakeholders** | Identify who’s affected by this project |
| **Approvers** | Define who has approval authority and/or veto rights – this is the steering committee, board, council etc. |
| **Constraints** | Identify & state expected constraints (time, human resources, capital resources, compliance policies, federal regulations etc.) |
| **Dependencies** | Identify & state project dependencies or critical path items |
| **Risks** | Identify & state project risks, brand risks, financial, litigation risks etc. |