



TEAM CHARTER

DRINKING WATER SANITARY SURVEY QUALITY IMPROVEMENT PROJECT

PROJECT AIM STATEMENT AND MEASURES

The aim of the project is to: By the end of 2014

1) To reduce the number of days to issue a drinking water sanitary survey report by 25% (from day of survey to issue of report)

2) To reduce the number of steps involved in the preparation and completion of the drinking water sanitary survey process from x to x.

Measure	Definition	Baseline	Goal/Target
# of days to issue a drinking water sanitary survey report	(from day of survey to issue of report)	60 days	45
# of steps to prepare and complete a drinking water sanitary survey		TBD	TBD

PROJECT DELIVERABLES (These are products, use nouns to describe)

1. Streamlined consistent process
2. Modified Standard Operation Procedure (SOP)
3. Improved forms and reports

PROJECT SCOPE (What is within the scope of the project and what is not?)

In Scope	Out of Scope
From preparation to issuance of report to responses. Process , SOP, forms and reports	Formal enforcement , electronic surveys, changing regulations or statutes

TEAM PARTICPATION

- *Team member information/roles Tom Chyra, Dave Cooley – Team Leaders,*
- *John Czaja, Mandy Smith, Cindy Sek, Alex Tabatabai,- Process Owners*
- *Mike Hage, Team Co-Sponsor Lori Mathieu- Team Sponsor*
- *Gary Johnson, Chris Roy, other inspectors, – Ad Hoc*
- *Team meeting schedule and purpose of meetings – every other week September 5th 9-11, September 24th 9-12, October 10 9-12,*
- *Ground rules for team*
 - *Majority rules for voting out steps*

STAKEHOLDERS (Who cares about this? Who is affected by the project?)

Stakeholder Name	Impact on Project	Strategies to Communicate and Gain Support
Survey inspectors	high	Show and explain the mapping process and let them know they have a say Share aim statement and project charter via email
Water systems operators and administrators	med	Seek input from them after the future state is developed

SENIOR LEADERSHIP SIGNATURE APPROVAL

Printed Name	Signature	Date
Senior Sponsor: Ellen Blaschinski or Lori Mathieu		