 Lean Project Charter

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| **Project Name:**  | **Dates and Times:**  |
| **Location/Host Agency:**  | **Final Presentation Date and Time:**  |

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| **Business Objective:**  |
| **Problem/Opportunity for Improvement Statement:**  |
| **Project Scope:** |
| **SMART Goal(s):** |
| **Risks/constraints/barriers:** |

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| **Team Member Names** | **Phone Number** | **E-Mail** | **Division/Agency** |
| **Sponsor(s):**  |       |  |  |
| **Team Leader:** |  |  |  |
| **Facilitator:** |  |  |  |
| **Team Members:** |  |  |  |
| **Guests:** |  |  |  |

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| **Objective** | **Measurement ($, %, etc.)** | **Timeframe** |
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