



Lean Project Charter

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

Business Objective: Problem/Opportunity for Improvement Statement: Project Scope: SMART Goal(s): Risks/constraints/barriers:	Team Member Names	Phone Number	E-Mail	Division/Agency
	Sponsor(s):			
	Team Leader:			
	Facilitator:			
	Team Members:			
	Guests:			

Objective	Measurement (\$, %, etc.)	Timeframe