

Project Title:	<i>(Give your project a fun, snappy title)</i>
Project Leader:	<i>(Your Name Here)</i>
Project Team Members:	<i>(List of team members required for project success)</i>
Project Steering Committee:	<i>(List of Stakeholders [Senior Leaders] from the Impacted Departments and Business Units, along with your direct manager.)</i>

Problem Statement:	<i>(2 – 3 Sentences describing the problem you’re solving)</i>
Project Objectives / Goals:	<i>(Can reference the business metrics below, and Benefits)</i>
Project Benefits / Business Case (Impact - \$):	<i>(Waste Elimination, Cost Savings, Return on Investment, Labor Reduction, Complaint Reduction, Yield Improvement, Raw Material Cost Reduction, Utility Cost Reduction, Improved Customer Satisfaction)</i>

Project Duration and Estimated Completion Date:	<i>(List the completion date of the project, or the duration of the project)</i>
Project Scope:	<i>(Processes/Systems/Products that are both in scope, and out of scope)</i>
Project Resources Required:	<i>(Capital Cost, People, Production Downtime, Equipment, Tools)</i>

Performance Metric:	Current Baseline:	Future Target:	Improvement %:

Title:	Approvals: