



EPICENTRAL

A Newsletter from Epicenter Development Group highlighting ideas that improve organizations

Welcome to Epicenter Development Group's newsletter, EPICentral. The purpose of this newsletter is to highlight fundamental ideas that have helped organizations develop and maintain great manufacturing and service operations. We hope that you find our EPICentral newsletter helpful, and we would welcome your comments on its content.

Project Charters - Beginning with the End in Mind

In this month's newsletter, we highlight a project planning tool called a **Project Charter**. A Project Charter is a document that is used to effectively communicate the "who," "what," "where," "when," "why," and "how" from the person or people assigning a project to the project team. This is an important "hand-off" within a successful project cycle as it helps to create a clear understanding of the project objectives, scope and deliverables to the people that will actually be doing the work.

Sample Project Charter Elements

1. **Project Name**
2. **Project Sponsor** (the person of authority that is responsible for this project)
3. **Team Leader** (the person who will be actively leading the project and team)
4. **Problem or Project Description**
5. **Target Process** (process being considered)
6. **Project Purpose** (primary and secondary goals)
7. **Goals/Performance Metrics** (see [S.M.A.R.T. goals newsletter](#))
8. **Scope** (in-scope and out-of-scope items)
9. **Project Deliverables**
10. **Estimate Project Cost/Budget**
11. **Estimated Project Savings**
12. **Project Schedule, Milestone Dates and Deadlines**
13. **Project Reporting Method/Frequency**
14. **Listing of Team Members and Their Roles** (see [Responsibility Charting newsletter](#))

Considerations:

- A Project Charter outline and format can be customized to your individual needs. The point is to create a structured method for fully communicating the project information to the team.
- Consider the development of a less formal planning "checklist" for smaller projects or assignments. Checklists are a great way to standardize best-practices (see [Checklist newsletter](#)).
- One key to adopting this tool is to make it a formal part of your project "gating" process.

- Epicenter encourages its clients and business partners to develop their own standard "toolbox" of tools that they can effectively use to plan, design and improve their operations.
- Practice! Practice! Practice! - As with any tool, Epicenter encourages people to practice using Charter Documents to hone their skills and increase its value.
- If you would like more information on Charter Documents or would like to give us feedback on this article, please contact us at 216-702-0952 or sales@epicentergroup.com

Next Steps

If you would like more information on this topic or other similar types of tools, please contact Bill Proctor with your request at wproctor@epicentergroup.com or 216-702-0952. You can also find previous issues of EPICentral at [Newsletters](#).

Mr. Proctor also speaks on a variety of problem-solving and system design topics that can help companies significantly increase the success and profitability of their businesses. If you are interested in having Bill speak at one of your upcoming meetings/events or would like more information on any of the speaking topics, please visit [Speaker Services](#) or you can email sales@epicentergroup.com.

Epicenter Development Group is a unique consulting firm that seamlessly integrates the disciplines of Systems Engineering and Organizational Analysis & Development to create practical design solutions to your toughest challenges. It is on the cutting edge of problem-solving solutions and the creator of a unique process called GreenRoom Engineering. This process adds greater value and cost savings for clients as compared to traditional engineering methods.

William Proctor, Epicenter's founder and president, has provided services around the country to more than 100 companies consisting of a variety of organizations; and Epicenter continues to grow as a resource for firms of all sizes.

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