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Welcome!

Agenda:

12:45-1:00 pm: Registration and Networking

1:00 pm: Welcome and Introductions

1:05 pm-2:20 pm: Understanding the Project Charter

2:20-2:30 pm: Wrap up and Exit Survey

2:30-2:45 pm: Networking with Peers

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Overview

- Why use a charter?
- Key component brainstorm
- Risks of leaving out sections
- Case study scenario



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Minimum benefits

- Formally recognizes (authorizes) the existence of the project, or establishes the project—this means a project does not exist without a project charter
- Designates the parameters within which the project team has the authority to operate
- Gives the project team authority to spend money and commit resources
- Provides the high-level requirements for the project
- Links the project to the ongoing work of the organization

<http://www.ciscopress.com/articles/article.asp?p=1400865>



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Needed because

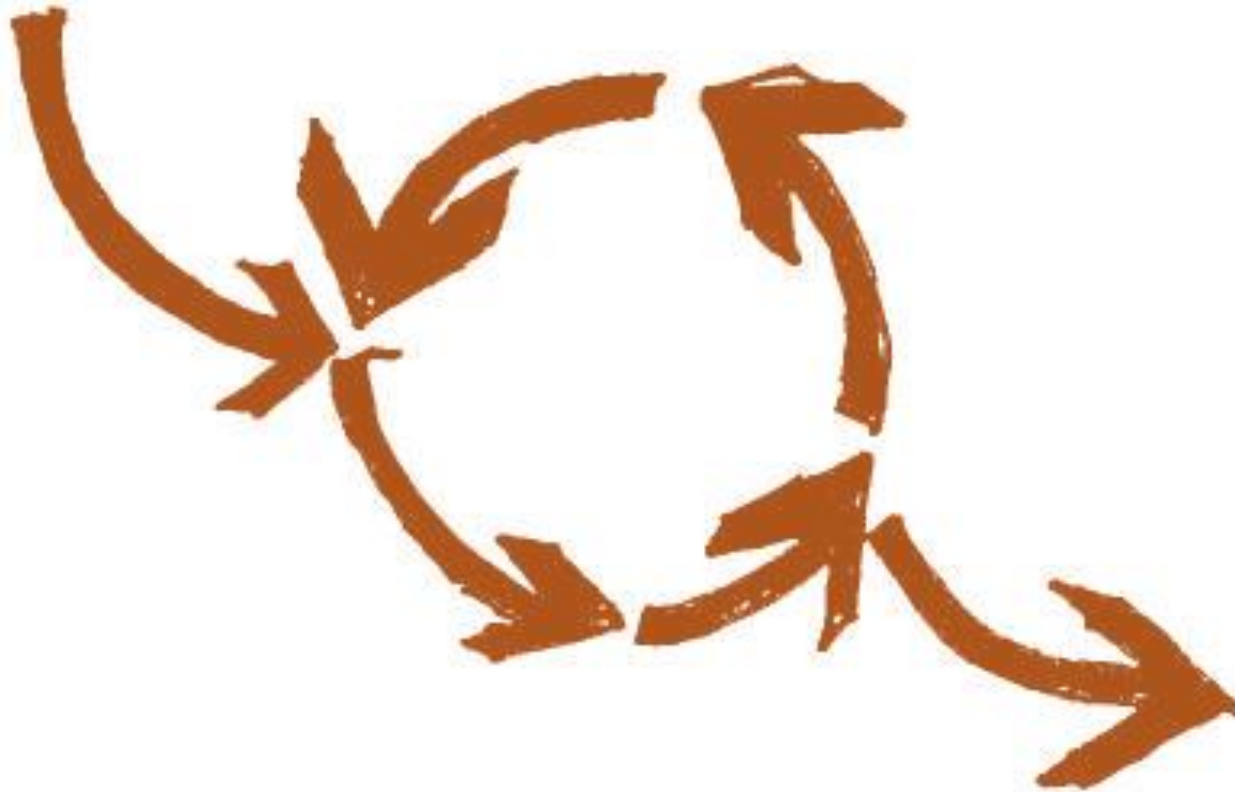
- Ensures the team and project manager understands the sponsor's needs
- Provides key information needed to get started
- Provides a reference document to make sure everyone is on the same page later in the project
- Provides the basis to plan the project
- Empowers and protects the project team and manager by describing what they are being asked to accomplish

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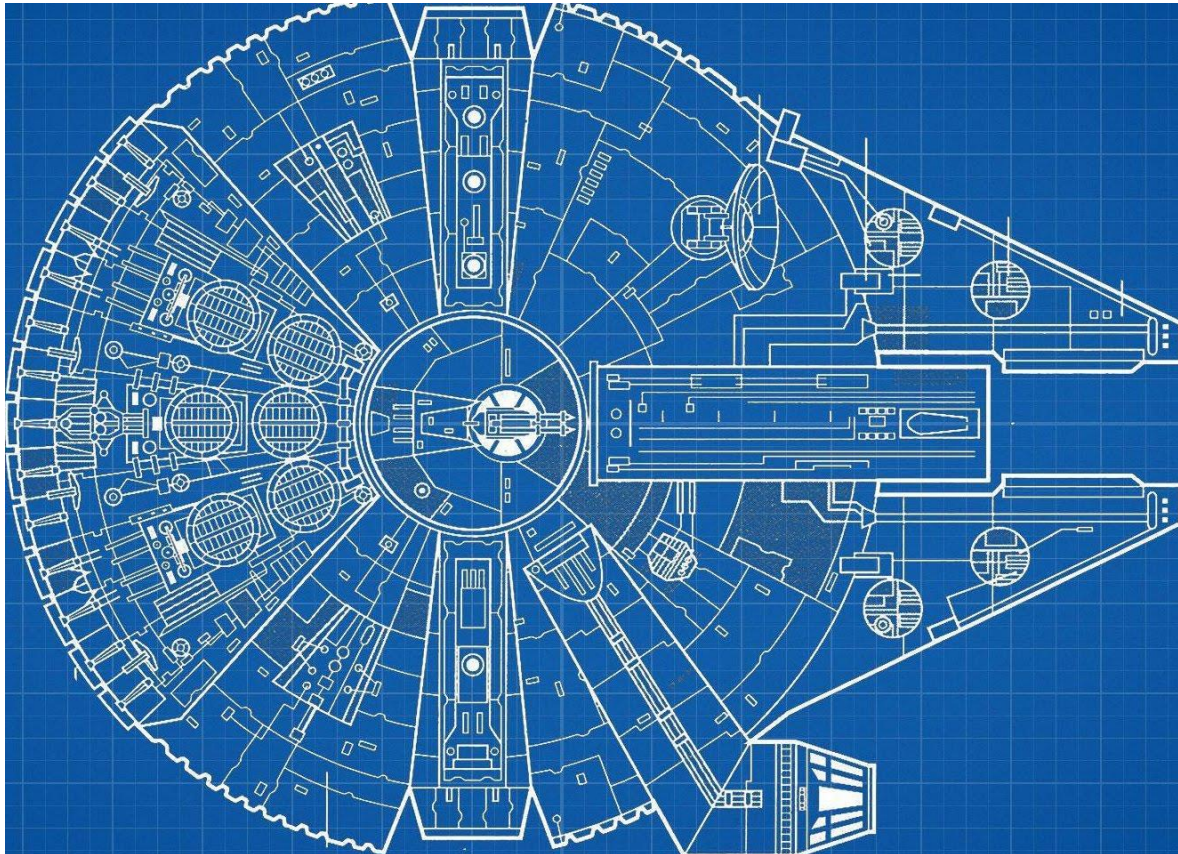
Project Charters are Iterative



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basic charter blueprint





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basic charter blueprint

At your table, begin drafting the following sections on a flipchart sheet with a black marker:

- o Project title
- o Project sponsor
- o Process owner
- o Background
- o Problem statement



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- Review your background, problem statement, and title. Do you see a need to change one or more sections based on this new information?
- Based on this information, draft a SMART (Specific, Measurable, Achievable, Relevant, Time bound) goal for your project.
- Who would be your main stakeholders and team members?
- Make assumptions and begin to scope the project.
 - What questions would you ask your sponsor to determine the scope of your project?

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Project Sponsor Meeting



Closing and Next Steps

Next up!



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WiCi Website

<https://sites.google.com/a/wisc.edu/wici-network/>