



HOW TO USE Define a Six Sigma project before work starts: the business case, the scope, the measure and the team. Signed by the sponsor, it is the project's authority to run.

If the problem statement contains a cause or a solution, it is not ready. Rewrite it as a measurable gap.

PROJECT NAME	BELT / LEAD	SPONSOR	CHARTER DATE

1 BUSINESS CASE AND PROBLEM

BUSINESS CASE — WHY THIS PROJECT EARNS THE TIME

Tie it to cost, capacity, quality, delivery or risk. Put a dollar figure on it.

PROBLEM STATEMENT

What is wrong, where, since when, how big. No causes, no solutions.

GOAL STATEMENT

Move [metric] from [baseline] to [target] by [date].

2 SCOPE

IN SCOPE — PROCESS START AND STOP	OUT OF SCOPE
<i>First step:</i> Last step:	

3 MEASURES

METRIC	TYPE (Y / X / COUNTER)	BASELINE	TARGET	DATA SOURCE
Primary metric (Y)				
Secondary metric				
Financial metric				
Counter-balance metric				

4 TEAM AND STAKEHOLDERS

NAME	ROLE ON TEAM	FUNCTION	TIME COMMITMENT



5 MILESTONES

PHASE	DELIVERABLE / TOLLGATE	TARGET DATE
Define		
Measure		
Analyze		
Improve		
Control		

6 RISKS, CONSTRAINTS AND SUPPORT NEEDED

RISK OR CONSTRAINT	IMPACT IF IT LANDS	MITIGATION / WHO TO ASK

PROJECT LEAD	SPONSOR	PROCESS OWNER
Name / date	Name / date	Name / date