

Project Charter

1. Group 1
 - Executive Sponsor
 - Project Manager
 - Facilitator
 - Only Group 1 meets initially
 - Business need
 - Scope
2. Project Charter
 - Ground rules
3. Monthly program tracker
4. Monthly program tracker brought to PIC
5. Team meets
 - Core Team
 - On Demand Team
 - Ground rules
6. Do SIPOC
7. Identify problem areas