PI Project Process

```
┌─────────────────┐        ◇ Project Charter ◇      ┌──────────────────┐     ┌──────────────────┐
│ To run a project │  ───▶  │  of ST Group  │  ───▶  │ Executive Sponsor │ ──▶ │      #2          │
│ ─────────────── │        ◇              ◇         │     Meeting      │     │ Project Team     │
│      Start       │                                └──────────────────┘     │  Formation       │
└─────────────────┘                                                          └──────────────────┘
```

- Cross business units - Y/N
- Multiple systems or processes - Y/N
- If ST group then no charter
- Then continue as #2

```
┌─────────┐     ◇ Sustain Plan ◇     ┌─────────────┐     ┌──────────────┐
│   End   │ ◀── │      &      │ ◀──   │ Communicate │ ◀── │ Team Meeting │
└─────────┘     ◇ Audit Plan ◇       └─────────────┘     └──────────────┘
```
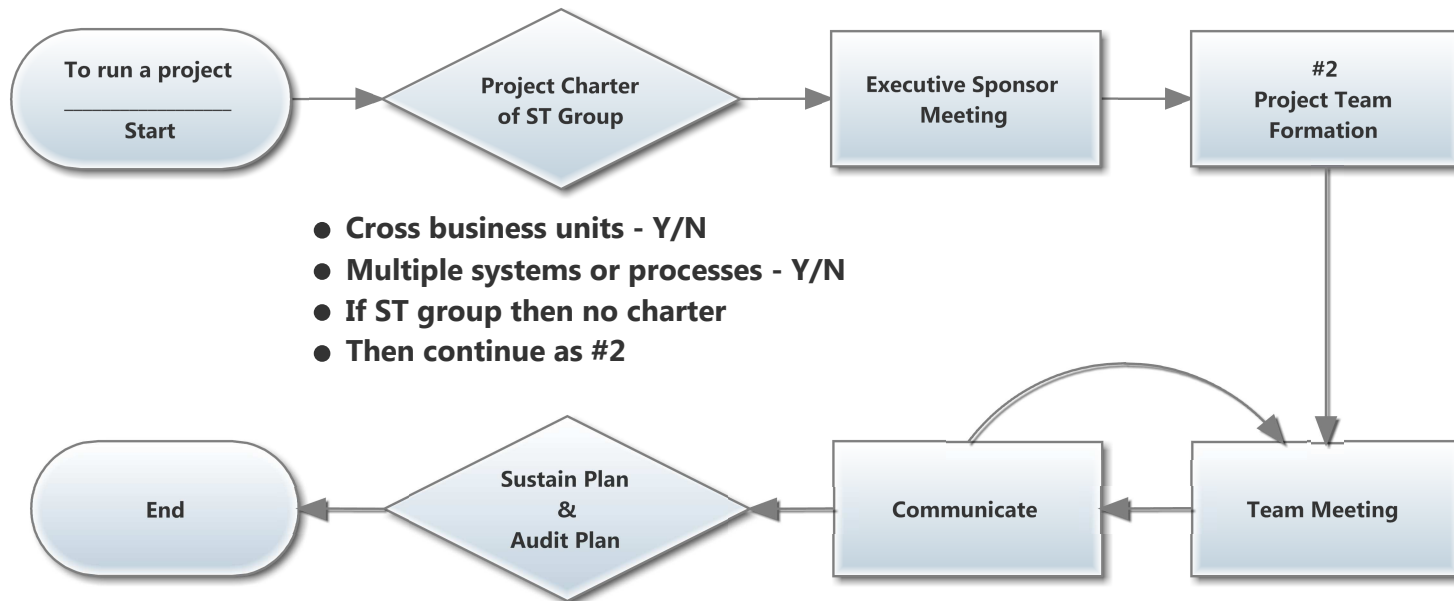
PJ - Project Charter in 1-2 meetings

ST - Monthly Project Tracker

PJ - Project report updates monthly

PJ & **ST** - Meeting minutes, Power Point

Send to Karen Watson

Presented a PIC

Final Report