



Lean Six Sigma for Higher Education



PROJECT CHARTER

Project Name	Admissions Acceptance		
Blackbelt		Telephone Number	
Champion	Dennis Chamberlain	Master Black Belt	
Start Date	3/6/03	Target Completion Date	

Element	Description	Team Charter			
1. Process:	The process in which opportunity exists.	Admissions Acceptance Process			
2. Project Description:	Describe the Project's Purpose and scope.	Increase number of applied, accepted, and admitted students.			
3. Objective:	What improvement is targeted and what will be the impact to the business? 1. Increase Applications by 10% 2. Increase Provisional Acceptance by 10% 3. Increase Full Acceptance by 10 % 4. Increase number of students who register by 10%.		BSL¹	GOAL	units
4. Business Results:	What is the improvement in business performance anticipated and when?	Increased enrollment			
5. Team Members:	Who are the full-time members and any expert consultants?	Lisa Shiveler (Team Leader) ,Sue O'Neal, Drew Todd, Debbie Cone, Karen Bishop			
6. Project Scope:	Which part of the process will be investigated?	•			



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7. Benefit to External Customers:	Who is the final customer, what benefits will they see and what are their most critical requirements?	•	
8. Schedule:	Give the key milestones/dates.	Project Start	
	D- Define	“D” Completion	•
	M- Measurement	“M” Completion	•
	A- Analysis	“A” Completion	•
	I- Improvement	“I” Completion	•
	I- Implement	“I” Completion	•
	C- Control	“C” Completion	•
		Project Completion	

Team Leader: Larry Mitcham

Next time to contact: Early September 2008

Next Meeting: Early September 2008 or Early October 200



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