

PROJECT CHARTER

Project Name	Enrollment Verification		
Blackbelt		Telephone Number	
Champion	Ed Wheeler	Master Black Belt	
Start Date	7/31/08	Target Completion Date	May need more time at least until spring semester.

Element	Description	Team Charter			
1. Process:	The process in which opportunity exists.	Streamlining enrollment verification.			
2. Project Description:	Describe the Project's Purpose and scope.	Reduce the # of enrollment reinstatement forms.			
3. Objective:	What improvement is targeted and what will be the impact to the business? 1. Reduce errors in faculty reporting. 2. Recognize and / or remove VPAA from process. 3. 4.		BSL¹	GOAL	units
4. Business Results:	What is the improvement in business performance anticipated and when?	1. Drop of # of reinstatements by Spring 2009.			
5. Team Members:	Who are the full-time members and any expert consultants?	Kimberly Morris (Team Leader), Lorell Almond, Jackie Lovejoy, Mark Milewicz, Karen Stigura			
6. Project Scope:	Which part of the process will be investigated?	<ul style="list-style-type: none"> • Reinstatement numbers 			

7. Benefit to External Customers:	Who is the final customer, what benefits will they see and what are their most critical requirements?	<ul style="list-style-type: none"> Student – efficient process 	
8. Schedule:	Give the key milestones/dates.	Project Start	July 31, 2008
	D- Define	“D” Completion	<ul style="list-style-type: none"> July, 2008
	M- Measurement	“M” Completion	<ul style="list-style-type: none"> February, 2009
	A- Analysis	“A” Completion	<ul style="list-style-type: none"> July, 2009
	I- Improvement	“I” Completion	<ul style="list-style-type: none"> August, 2009
	I- Implement	“I” Completion	<ul style="list-style-type: none"> August, 2009
	C- Control	“C” Completion	<ul style="list-style-type: none"> October, 2009
		Project Completion	October, 2009