



Lean Six Sigma for Higher Education



PROJECT CHARTER

Project Name	Foundation Scholarship Award Procedures		
Greenbelt Consultant	Alan Burstein	Telephone Number	770-358-5739
Champion	Rhonda Toon	Master Black Belt	
Start Date	7/31/08	Target Completion Date	4/30/09

Element	Description	Team Charter			
1. Process:	The process in which opportunity exists.	Improve the marketing and awarding of Foundation Scholarships.			
2. Project Description:	Describe the Project's Purpose and scope.	Award 100% of Foundation Scholarships.			
3. Objective:	What improvement is targeted and what will be the impact to the business? 1. Increase distribution of applications. 2. Increase # award 3. Increase # of applications received. 4.		BSL¹	GOAL	units
4. Business Results:	What is the improvement in business performance anticipated and when?	1. Increased number of awards. April 2009			
5. Team Members:	Who are the full-time members and any expert consultants?	Candi Babcock (Team Leader), Leigh Anderson, Nathan Bell, Chris Fermin-Ennis, Meghan Quinlan, Lana Wingerson			
6. Project Scope:	Which part of the process will be investigated?	<ul style="list-style-type: none"> • Marketing, Awarding, and Reawarding. 			



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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?	<ul style="list-style-type: none"> Students 	
8. Schedule:	Give the key milestones/dates.	Project Start	7/31/08
	D- Define	“D” Completion	<ul style="list-style-type: none"> 7/31/2008: Project defined at Gordon’s First Wave Kickoff Workshop
	M- Measurement	“M” Completion	<ul style="list-style-type: none"> 9/25/2008: Data Acquired and Analyzed in August and September and presented at September 25 workshop
	A- Analysis	“A” Completion	<ul style="list-style-type: none"> 9/25/2008: Brainstorming and Fishbone Diagram (Policies, Procedures, People, Plant) completed at September 25 Workshop.
	I- Improve/Implement	“I” Completion	<ul style="list-style-type: none"> Jan. 2009: Improvements put into place for Spring, 2009, scholarship applications
	C- Control	“C” Completion	<ul style="list-style-type: none"> April 2009: 96 per cent of available scholarships awarded in Spring, 2009.
		Project Completion	June, 2009

Team Leader: Candi Babcock