**Six Sigma Project Charter**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Product or Service Impacted*** | | |  | Requisition Process | ***Expected Project Savings ($)*** | | | | | | | | | | | | | | TBD | | | | | | | |  | |  | |
|  |  |  | |  | |
|  | ***Black Belt or Green Belt*** | | |  | Bryan Glenn | ***Business Unit*** | | | |  |  |  |  |  | |  |  | |  | | Purchasing | | | | | | | |  | |  | |
|  |  |  |  |  |  |  | |  |  | |  | |  | |  | |
|  | ***Champion*** | | |  | Rick Johnson | ***Phone Number for Belt*** | | | | | | | |  | |  |  | |  | | 806.651.2105 | | | | | | | |  | |  | |
|  |  |  | |  |  | |  | |  | |  | |
|  | ***Master Black Belt*** | | |  | None | ***Email for Belt*** | | | |  |  |  |  |  | |  |  | |  | | bglenn@wtamu.edu | | | | | | | | | | | |
|  |  |  |  |  |  |  | |  |  | |  | |
|  | ***Start Date*** | | | 5.1.12 | | ***Target Completion Date*** | | | | | | | |  | |  |  | |  | | 9.1.12 | | | | | | | |  | |  | |
|  |  | |  |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  | | | | | |  | |  | |  | |  | |  | |
|  |  | **Element** | |  | **Description** |  |  |  |  |  |  | **Team Charter** | | | | | | | | | | | | | | | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
| **1.** | | **Process:** | |  | The process in which |  |  | Requisition, Purchase Orders, delivery, invoice, and payment | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | Opportunity exists. |  |  |
|  |  |  |  |  |  |  | process | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | **2.** | **Project Description: what is the** |  |  | Problem and goal statement | |  | Reduce time necessary to create and approve purchase orders. | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | **“Practical Problem”** |  |  | (project’s purpose) |  |  |
|  |  |  |  |  |  | Simplify paper trail throughout purchase process. | | | | | | | | | | | | | | | | | | | |  | |  | |
|  |  |  |  |  |  |  |  |  | |  | |
|  | |  | |  |  | |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | **3.** | **Objective:** |  |  | What improvement is targeted | |  | **Project** |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | and what will be the impact | |  | **Y’s** |  |  | **Baseline** | | | | |  |  | | **GOAL** | | | |  | |  | | **Entitlem** | |  | | **units** | |
|  |  |  |  |  |  |  |
|  |  |  |  |  | on Rolled Throughput Yield | |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | | **ent** | |  | |  | |
|  |  |  |  |  | (RTY), Cost of Poor Quality | |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | (COPQ) and Capability index | |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | C-P, back orders, costs? |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | The “Statistical Problem” - | |  | **Metric 1** |  | ?? | | |  |  | |  |  | | ?? | |  | |  | | ?? | | | | **%** | | | |
|  |  |  |  |  | the measurable variable(s |  |  | Reduced |  |  |  | |  |  | |  | | | |
|  |  |  |  |  |  |  |  | complexity |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  | **Metric 2** |  | ?? | | |  |  | |  |  | | ?? | |  | |  | | ?? | | | |  | | **$/A** | |
|  |  |  |  |  |  |  |  | Simplified |  |  |  | |  |  | |  | | | |  | |
|  |  |  |  |  |  |  |  | paper trail |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  | **Metric 3** |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | | **units** | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | | **/A** | |
| **4.** | | **Business Cases:** | |  | Expected financial |  |  | Eliminate (1) | | manual movement of paperwork and approvals, | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | improvement, or other |  |  | (2) IT homegrown procurement and requisition forms, (3) | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | justification. |  |  | paper costs, and (4) non-value added time. | | | | | | | | | | | | | | | | | | | |  | |  | |
|  |  |  |  |  |  |  |  | Increase productions and gain efficiency. | | | | | | | | | | | | | | | | | | | |  | |  | |
| **5.** | | **Team members:** | |  | Names and roles of team |  |  | **Executive Sponsor:** Gary Barnes | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | members? |  |  | **Team Members:** Bryan Glenn, Rick Johnson, Gary Barnes, | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | Amanda Davidson, Doretta Carroll, Cierra Watts, Shelley | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | Davis | |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
| **6.** | | **Project Scope:** | |  | Which part of the process will | |  | Review and analyze the manual requisition process currently | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | be investigated and excluded. | |  | in place at WTAMU | | | | | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  | | |  |  | |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | **7. Benefit to External Customers:** | | |  | Who are the **final** customers, | |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | what are their key measures, | |  | Customers: All departments | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | and what benefits will they | |  | Key Measures: Customer satisfaction and cycle time | | | | | | | | | | | | | | | | | | | |  | |  | |
|  |  |  |  |  | See? |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | |  | |  |  |  |  |  | |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | **8.** | **Schedule:** |  |  | Give the key |  |  | Project Start | |  |  |  |  | 5.1.12 | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | Milestones/dates. |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  | | | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | M- Measurement |  |  | “M” Completion | | | | |  | 5.11.12 | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  | | | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  | | | |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | A- Analysis |  |  | “A” Completion | | | | |  | 6.8.12 | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  | | | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | I- Improvement |  |  | “I” Completion | | | |  |  | 7.9.12 | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  | | | | |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | C- Control |  |  | “C” Completion | | | | |  | 8.31.12 | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  | |  |  | | | | |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | Note: Schedule appropriate | |  | Safety Reviews | | | | |  | NA | | | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  | Safety Reviews. |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  | Project Completion | | | | |  | 9.1.12 | | | | | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |

|  |  |
| --- | --- |
| **9. Support Required:** | Will any special capabilities, |
|  | hardware, trials, etc be |
|  | Needed? |

Collaboration between all departments and purchasing to examine the process, identify improvements, and suggest new ideas.