



PDCA Project Charter

A practical charter to define scope, goal, team, metrics, risks, and expected business impact before starting the PDCA cycle.

Purpose : Use this charter before starting a PDCA project. It creates alignment on the problem, goal, ownership, timeline, success measures, and decision criteria.

1. Project Overview

Field	Details
Project title	
Problem / opportunity statement	
Process / product / area	
Sponsor	
Project owner / facilitator	
Start date	
Target completion date	
Revision / version	

2. Business Case and Impact

Question	Response
Why does this problem matter?	
Customer / business impact	
Quality, cost, delivery, safety, or compliance impact	
Current performance baseline	
Expected benefit after improvement	

3. SMART Goal and Scope

Item	Description
SMART goal	Reduce / improve _____ from _____ to _____ by _____ date.
In scope	
Out of scope	
Key assumptions	
Constraints / risks	

4. Team, Stakeholders, and Responsibilities

Role	Name	Responsibility
Sponsor		Approves priority, removes barriers, reviews outcome.
PDCA Owner		Leads day-to-day execution and updates tracker.
Process Owner		Owens standardization after successful pilot.
Data Owner		Collects baseline, pilot, and post-implementation data.
Team Members		Support analysis, implementation, and sustainment.

5. Measures of Success

KPI / Measure	Baseline	Target	Data Source	Review Frequency
Defect rate				
Rework / scrap				
Cycle time				
Customer complaints				
Process compliance				



6. Gate Review and Approval

Gate	Decision Criteria	Approved By	Date
PLAN approved	Problem, goal, baseline, root cause, and pilot plan are clear.		
DO approved	Pilot was completed and implementation evidence is available.		
CHECK approved	Results were reviewed against baseline and target.		
ACT approved	Standard work, training, controls, and follow-up are defined.		