BBG / PRACTICAL IMPROVEMENT

Simple project charter

Agree the problem and a small test together. Short answers are enough.

Project

Give the improvement a short, clear name.

Problem and current condition

What is happening, who feels it, and what evidence do we have?

Desired result and how we will know

Name the measure, starting point, target and date. Check for extra work elsewhere.

In scope

Where will we try this first?

Out of scope

What will we leave alone?

Owner and team

Who will lead, do the work and be affected?

Resources and constraints

Use what is available. Name limits.

First steps and dates

Choose a small test. Say who does what and when.

Risks and assumptions

What might go wrong or need checking? When should we pause?

Check back and sustain

When will we review? Who decides to adjust, stop or keep it, and owns the routine?

A charter is the napkin sketch before the build. If two people cannot agree on it in ten minutes, the project is not ready to start.

This is not a permission slip. It is how the crew agrees what they are fixing before anyone moves a rack.

Print it or type in it. If an answer does not fit the box, the project is too big. Make it smaller.

One idea like this every weekday: get the BBG Briefs at bigbeardedginger.com/library/briefs/.