

Project charter

All records

PROJECTS CHARTERED

1

largest: New CNC cell installation (15 elements)

CHARTER COMPLETENESS

10 of 10

every section present — New CNC cell installatio

OBJECTIVES

2

measurable outcomes on record

TOTAL BUDGET

\$185,000.00

1 budget line

SPONSOR SIGN-OFF

87%

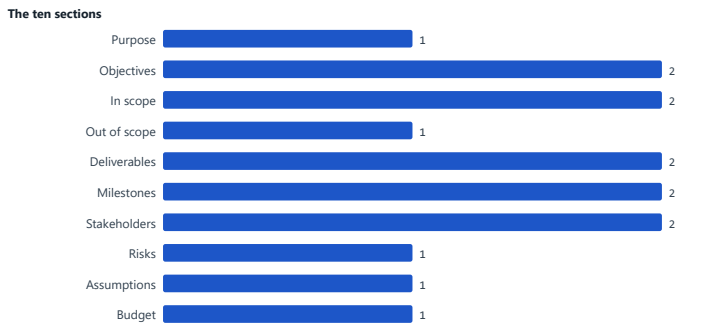
13 of 15 elements signed — New CNC cell installatio

MILESTONES SCHEDULED

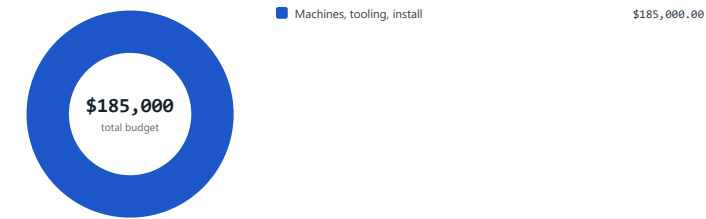
2

next: Machines delivered to site · 2026-10-08

15 of 15 record(s) included. All records. Amounts in USD.



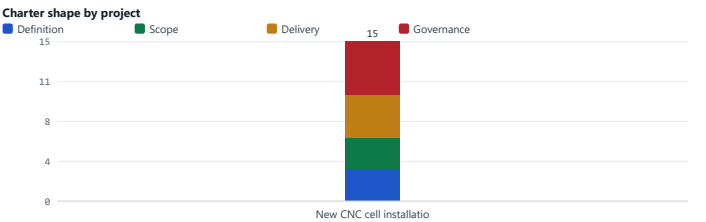
Every charter section, in classic order. A red MISSING against purpose, objectives, scope or milestones means the charter cannot yet do its job — an empty assumptions or risk section is survivable, an undefined scope is not. Every charter section, in classic order. A red MISSING against purpose, objectives, scope or milestones means the charter cannot yet do its job — an empty assumptions or risk section is survivable, an undefined scope is not.



The budget lines as entered, with the total in the centre. A charter budget is an authorisation ceiling, not an estimate — spending beyond it needs the sponsor again. The budget lines as entered, with the total in the centre. A charter budget is an authorisation ceiling, not an estimate — spending beyond it needs the sponsor again.



Every dated milestone across the current filter, nearest first. A milestone at zero has arrived; check it off or move it deliberately, never silently. Every dated milestone across the current filter, nearest first. A milestone at zero has arrived; check it off or move it deliberately, never silently.



Definition = purpose and objectives; Scope = in and out; Delivery = deliverables and milestones; Governance = stakeholders, risks, assumptions and budget. A charter that is all delivery and no definition is a task list, not an authorisation. Definition = purpose and objectives; Scope = in and out; Delivery = deliverables and milestones; Governance = stakeholders, risks, assumptions and budget. A charter that is all delivery and no definition is a task list, not an authorisation.

The charter

SECTION	STATEMENT	DETAIL	OWNER	DATE	SIGNED
Purpose	Replace three worn manual mills with a two-machine CNC cell	The manual mills are past economic repair — scrap and rework on machined brackets have ris...	—	—	✓
Objective	Cut machining scrap from 4% to 2% of parts by the end of the second quarter after go-live	Measured as scrapped parts over parts started, from the existing quality system, using the...	—	—	✓
Objective	Reduce average machining cycle time on the bracket family from 22 to 8 minutes	Measured across the five highest-volume bracket part numbers, averaged over a full month o...	—	—	✓
In scope	Purchase, installation and commissioning of two CNC machining centres in bay 2	Includes foundations, electrical supply, swarf and coolant management, and acceptance test...	—	—	✓
In scope	CNC programming and operator training for the six day-shift machinists	Supplier-delivered training on site, followed by four weeks of supported production with t...	—	—	✓
Out of scope	Night-shift working on the new cell	Explicitly excluded. Running the cell unmanned or adding a night shift is a separate busin...	—	—	✓
Deliverable	Commissioned two-machine cell passing the acceptance test on the reference part	Acceptance is twenty consecutive reference parts within drawing tolerance at the quoted cy...	M. Grant	2026-12-07	✓
Deliverable	Signed-off standard work instructions and training records for six operators	One instruction per part family, countersigned by each trained operator and held in the qu...	S. Ito	2026-12-27	—
Milestone	Machines delivered to site	Both machining centres offloaded and positioned in bay 2; delivery triggers the second sta...	M. Grant	2026-10-08	✓
Milestone	First production part accepted by quality	The first customer-order part, not a test piece, passed by inspection against the drawing.	M. Grant	2026-12-17	✓
Stakeholder	D. Okafor, Operations Director	Owens the business case, chairs the monthly steering review, and is the single authority fo...	Sponsor	—	✓
Stakeholder	M. Grant, Manufacturing Engineer	Runs the project day to day, reports to the sponsor monthly and by exception, and owns the...	Project manager	—	✓
Risk	Floor loading in bay 2 may need strengthening — structural survey not yet done	Each machine weighs about 9 tonnes. If the survey requires new foundations, add an estimat...	M. Grant	—	—
Assumption	The existing three-phase supply has capacity for both machines	Based on the electrician's load reading during the site visit. To be confirmed in writing ...	M. Grant	—	✓
Budget	Machines, tooling, installation, training and contingency — \$185,000.00	Two machining centres with tooling packages, delivery and installation, supplier training,...	Finance manager	—	✓

Approval status

PROJECT	ELEMENTS	SIGNED OFF	% SIGNED	MISSING MUST-HAVE SECTIONS
New CNC cell installation	15	13	87%	none — all must-have sections present

Charter elements

PROJECT	TYPE	STATEMENT	OWNER	TARGET	VALUE	ADDED	STATUS	SECTION
New CNC cell installation	Purpose	Replace three worn manual mills with a two-machine CNC cell	—	—	0.00	2026-06-25	Approved	Definition
New CNC cell installation	Objective	Cut machining scrap from 4% to 2% of parts by the end of the second quarter after go-live	—	—	0.00	2026-06-25	Approved	Definition
New CNC cell installation	Objective	Reduce average machining cycle time on the bracket family from 22 to 8 minutes	—	—	0.00	2026-06-25	Approved	Definition
New CNC cell installation	In scope	Purchase, installation and commissioning of two CNC machining centres in bay 2	—	—	0.00	2026-06-26	Approved	Scope
New CNC cell installation	In scope	CNC programming and operator training for the six day-shift machinists	—	—	0.00	2026-06-26	Approved	Scope
New CNC cell installation	Out of scope	Night-shift working on the new cell	—	—	0.00	2026-06-26	Approved	Scope
New CNC cell installation	Deliverable	Commissioned two-machine cell passing the acceptance test on the reference part	M. Grant	2026-12-07	0.00	2026-06-30	Approved	Delivery

PROJECT	TYPE	STATEMENT	OWNER	TARGET	VALUE	ADDED	STATUS	SECTION
New CNC cell installation	Deliverable	Signed-off standard work instructions and training records for six operators	S. Ito	2026-12-27	0.00	2026-07-20	Proposed	Delivery
New CNC cell installation	Milestone	Machines delivered to site	M. Grant	2026-10-08	0.00	2026-06-30	Approved	Delivery
New CNC cell installation	Milestone	First production part accepted by quality	M. Grant	2026-12-17	0.00	2026-06-30	Approved	Delivery
New CNC cell installation	Stakeholder	D. Okafor, Operations Director	Sponsor	—	0.00	2026-06-25	Approved	Governance
New CNC cell installation	Stakeholder	M. Grant, Manufacturing Engineer	Project manager	—	0.00	2026-06-25	Approved	Governance
New CNC cell installation	Risk	Floor loading in bay 2 may need strengthening — structural survey not yet done	M. Grant	—	0.00	2026-07-25	Draft	Governance
New CNC cell installation	Assumption	The existing three-phase supply has capacity for both machines	M. Grant	—	0.00	2026-07-10	Approved	Governance
New CNC cell installation	Budget	Machines, tooling, installation, training and contingency	Finance manager	—	185,000.00	2026-06-27	Approved	Governance

Notes

Sample charter — replace every element with your own before asking anyone to sign it.

A charter is an agreement, not a prediction. This tool records what was agreed — the purpose, the boundaries, the names and the money — and shows which sections are still missing or unsigned. It cannot make an objective achievable, a budget sufficient or a sponsor engaged, and the printed page authorises nothing until the sponsor actually signs it. Keep superseded statements rather than deleting them: the history of what changed is part of the record.