

Team Charters for Continual Improvement Plan

Team Leader:

Members:

Name of Process to be improved:
Organizational goals and strategies to be addressed:
Boundaries of the Process:
Improvement targets and measures:
Resources available:
Constraints (e.g. budget, equipment, training):
Time frame for completion:
Team strategies:

Prepared by: _____ (Department Head)

Date: _____

Reviewed by: _____ (Quality Manager)

Date: _____

Approved by: _____ (General Manager)

Date: _____