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| Project Charter/Project Definition | | | |
| Project Name: | Material Exchange Packaging | | |
| Problem Statement: | Packages of seed shipped in standard shipping boxes arrive at international destinations in disarray. Seed is sometimes spilled from packets or packets are open and samples must be discarded for possible cross contamination. The desire is to create a packaging and shipping process where no samples are discarded due to spillage or cross contamination. | | |
| Project: | Improve shipping practices | | |
| Process Description: | Seed is stored in various sizes of packets. When seed is requested from another station the inventory is shipped in the container it is stored in. | | |
| Scope | This project will begin in looking at the containers seed is stored in through how it is secured in the shipping box. | | |
| Timeline: | January 2020 to June 2020 | | |
| Sponsor: |  | | |
| Team Leader/Facilitator: |  | | |
| Team Members: |  | | |
| Expert Resources: |  | | |
| Coach/Mentor |  | | |
|  | Goals: | 1. | Eliminate spilled and cross contaminated packets in shipments |
|  |  | 2. |  |
|  |  | 3. |  |
|  |  | 4. |  |
|  | Deliverables: | 1. | Implement packaging and shipping practices/processes that will prevent seed from spilling during shipping |
|  |  | 2. |  |
|  |  | 3. |  |
|  |  | 4. |  |
|  | Metrics: | 1. | # of seed packets discarded per shipment |
|  |  | 2. |  |

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| Communication Plan: | Group/Person | When | Nature of Communication |
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| Project Definition: | Clear and accurate definition of a project is one of the most important actions you can take to ensure the project’s success. The clearer the target the more likely you are to hit it. Defining a project is a process of selection and reduction of the ideas and perspectives of those involved into a set of clearly defined objectives, key success criteria, and evaluated risks. |
| Problem Statement: | A problem statement is a concise description of the issues that need to be addressed by a problem-solving team and should be presented to them (or created by them) before they try to solve the problem. When bringing together a team to achieve a purpose, pride them with a problem statement. A good problem statement should answer these questions:   1. What is the problem? This should explain why the team is needed. 2. Who has the problem or who is the client/customer? This should explain who needs the solution and who will decide the problem has been solved. 3. What form can the resolution be? What is the scope and limitations (in time, money, resources, and technologies) that can be used to solve the problem? Does the client want a white paper? A webtool? A new feature for a product? A brainstorming on a topic? |
| Goals: | These are the targets to meet. Questions to ask and answer: What is it we want to achieve? When do we want to achieve it? What are your specific aims? Why are these goals essential to the project? Example of goals may be increase market share by 7% or reduce lead-time by 30%. |
| Deliverables: | The fundamental objective of a project is to deliver something new. If the project is to create new products or modify existing ones, then the list of deliverable items may be as simple as a revised SOP or new user manual, or staff training by a certain point in time. |
| Metrics: | What you can measure about your project. The best metrics data will be continuous. Some meaningful metrics might be wait time, cost of poor quality (COPQ), customer thoughts, on time delivery, customer complaints, or PDMO (defects per million opportunities). |
| Sponsor: | Generally, a person in a senior leadership role. Person with capability to support the project and ensures its success. The champion is integral to the development of the project charter and works closely with the team leader to make the project successful. The champion typically reviews the project progress, approves recommended changes and provides funding, ensures that management systems can maintain the gains across the business, recognizes and communicates efforts. |
| Leader: | The team leader helps the team work effectively as a team. The leader’s main responsibilities are to work with the sponsor and mentor to develop the project charter, plan meetings, keep the official team records, keep in contact with the team and the organization, including the champion, and follow a data-based method to solve the problem or improve the process. |