



ACTIVITY SOLUTION: EVALUATE YOUR PROJECT CHARTER



GUIDELINES:

YOUR PROJECT LEADER HAS COMPLETED A PROJECT CHARTER FOR THE ISSUE OF LATE ARRIVALS AT MATRIX CORP. HE HAS SENT THIS PROJECT CHARTER TO YOU FOR REVIEW

THERE ARE 5 SPECIFIC ERRORS (ONE IN EACH SECTION) OF THIS PROJECT CHARTER

ACTIVITY: YOUR JOB IS TO IDENTIFY THOSE 5 ERRORS

IMPROVE THE ON-TIME OFFICE ARRIVAL RATE

PROBLEM STATEMENT:

In the past 15 weeks, our on-time arrival rate is 10% i.e. over 90% of employees working at Matrix Corp. are arriving late to work. The scheduled work hours are from 9:00 am to 5:30 pm, however, employees are late by over 2 to 3 hours on an average each day. They are late because they don't like coming to work. This slashes their productivity by 48% and negatively impacts their morale. This also has a major impact on the customers of Matrix Corp as they are unable to meet customer demands.

GOAL STATEMENT:

Improve the on-time arrival rate from 10% to 75% for employees of Matrix Corp.

PROJECT SCOPE:

This project applies to all level of employees and vendors located at Matrix Corp, 1 Square Building, Piccadilly, Manchester

Out of Scope: Any employee or vendor of Matrix Corp. located at Matrix Corp. 1 Square Building, Piccadilly, Manchester

PROJECT TEAM:

Project Champion: Sean Hirsch
Master Black Belt: Natalie Minghella
Black Belt: Anne Taylor
Yellow Belt: Gosha Kutsenko
Project Team: Maria Garcia, Michael Smith, Mary Rodriguez & Robert Hernandez

MILESTONES:

PHASE	PLANNED START DATE	PLANNED END DATE
DEFINE	15-APR	21-APR
MEASURE	-	-
ANALYZE	16-MAY	22-JUN
IMPROVE	23-JUN	15-JUL
CONTROL	16-AUG	19-SEP

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GOAL STATEMENT:

Improve the on-time arrival rate from 10% to 75% for employees of Matrix Corp. **by June 2018.**

PROJECT SCOPE:

This project applies to all level of employees and vendors **located at Matrix Corp, 1 Square Building, Piccadilly, Manchester**

Out of Scope: Any employee or vendor of Matrix Corp. **located at Matrix Corp. 1 Square Building, Piccadilly, Manchester**

PROJECT TEAM:

Project Champion: Sean Hirsch
Master Black Belt: Natalie Minghella
Black Belt: Anne Taylor
Green Belt: Name Missing
Yellow Belt: Gosha Kutsenko
Project Team: Maria Garcia, Michael Smith, Mary Rodriguez & Robert Hernandez

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GOAL STATEMENT:

Improve the on-time arrival rate from 10% to 75% for employees of Matrix Corp. by June 2018.

PROJECT SCOPE:

This project applies to all level of employees and vendors located at Matrix Corp, 1 Square Building, Piccadilly, Manchester

Out of Scope: Any employee or vendor of Matrix Corp. working from home OR any other location

PROJECT TEAM:

Project Champion: Sean Hirsch
Master Black Belt: Natalie Minghella
Black Belt: Anne Taylor
Green Belt: Skyler Kinnaman
Yellow Belt: Gosha Kutsenko
Project Team: Maria Garcia, Michael Smith, Mary Rodriguez & Robert Hernandez

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