

PROGRAM CHARTER

TEMPLATE

PROGRAM PURPOSE	
Description	
Overview	
Long and Short-term Objectives	
Problem Statement	

PROGRAM FOCUS	
Scope	
Target Area	
Measure of Success	
Milestones	

PROGRAM PROCEDURES	
Processes	
Methodologies	
Data Collection & Monitoring	
Data Analysis	

PROGRAM INFRASTRUCTURE

Equipment
Needs

Personnel
Needs

Training
Requirements

Internal
Partnerships

ORGANIZATIONAL SUPPORT

Leadership Support	
Stakeholder Roles & Responsibilities	
Communication Plans	
Program Team Management	

CONTINUOUS IMPROVEMENT

What's Going
Right? What
Should We
Keep
Doing?

What Isn't
Adding Value?
What Should
We **Stop**
Doing?

What Should
We **Start**
Doing?

Other Notes