RCM Project Charter Template

A high-level view

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Category	Details
Project objectives and benefits	• Production improvement? • Failure risk reduction / improvement? • Cost reduction / avoidance? • Employee-driven improvement? • Other **Note:** Make sure the benefits outweigh costs by a margin acceptable to your organization.
RCM justification	System description and RCM project criteria met • Asset criticality ranking results • Bad actor that identified ineffective maintenance in a root cause or failure analysis • Other justification
RCM team	• Sponsor: • Lead: • Facilitator: • Scribe: • Operations members: • Maintenance members (all trades): • Other members: **Note:** At least one member of the team should have experience and knowledge of condition-based maintenance, including predictive maintenance and condition-monitoring technologies. In some instances, one person will have multiple roles. It is recommended that the team have a dedicated Scribe to keep focus on analysis activities.
RCM measures	List of measures selected to track results of RCM-driven recommendations. Include baseline measures if available.
Project timeline	High-level timeline of project. Include Plan, Do, Check, and Act phases.
Expected returns and timeline	• Identify quick wins to achieve within 3-6 months. • Additional, longer-term benefits from 9 months and beyond.
Reporting cadence	How will the team communicate progress? Is there a way to make reporting visible to all stakeholders in real time?
Budget request	Budget for team training, external resources, team member commitment, room materials/refreshments, and other facility commitments