**PROJECT CHARTER**



Project name here

Reminder: This document is best completed collaboratively with your team. While teams should aim to complete the document, it's acceptable to leave some sections incomplete. The goal of this document isn't to fill every box. Rather, it's to collaborate and move forward with good ideas.

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| Start Date: | | Target End Date: | |
| PROJECT BACKGROUND AND AIM | | | |
| *Background / Problem to Address*  Describe the current issue or gap in quality, service, or outcomes. |  | | |
| *Rationale / Justification*  Why is this project important? What data supports the need for improvement? |  | | |
| *Anticipated Outcomes / Values*  What benefits are expected from this project (e.g., cost savings, time savings, improved outcomes)? |  | | |
| *Project Aim (SMART)*  Write a Specific, Measurable, Achievable, Relevant, and Time- bound aim statement. |  | | |
| PROJECT SCOPE AND TEAM | | | |
| *Project Scope*  Describe what is in-scope and out-of-scope for this project. |  | | |
| *Team Members and Roles*  List the core project team and their responsibilities. | Names: | | Roles and Responsibilities: |
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| *Key Stakeholders*  Identify individuals or groups whose input or support is critical. | Names: | | Additional Information: |
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| MEASURES AND DATA COLLECTION | | | |
| *Key Measures of Success*  Outline the outcome, process and balancing measures. | Outcome Measures:  These align with the aims of the project. Outcome measures address the aspects your team is trying to improve (e.g., satisfaction, health). |  | |
| Process Measures:  These show whether the right steps or procedures are being followed. |  | |
| Balancing Measures:  These address any unintended side effects or unwanted changes that might occur in other areas. |  | |
| *Baseline Performance*  What is the current performance level for each measure? |  | | |
| *Data Collection Methods*  How will data be collected and reported? |  | | |
| *Frequency of Data Collection*  How often will data be measured and reviewed? |  | | |
| CHANGE CONCEPTS AND INITIAL TESTS | | | |
| *Proposed Change Ideas*  List the ideas your team plans to test. |  | | |

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| *Root Cause / System Analysis Summary (optional)*  Include tools used (e.g., fishbone diagrams, process maps). |  | | |
| *Prioritization Strategy*  How did you decide which ideas to test first? |  | | |
| *Test Plan / Initial PDSA Cycles*  Outline initial test plans. |  | | |
| BARRIERS, RISKS, AND TIMELINE | | | |
| *Risks and Challenges*  Identify any anticipated barriers and how you plan to address them. |  | | |
| *Constraints*  Include any organizational or logistical constraints. |  | | |
| *Project Timeline / Milestones*  Define phases, milestones, or deadlines for the project. |  | | |
| Dates: | Milestones: | |
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| SPONSORSHIP AND SIGN- OFF | | | |
| *Project Sponsor*  Who is supporting this project at the leadership level? |  | | |
| Sponsors: | | Roles and Responsibilities: |
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| WE AGREE THAT THIS IS A VIABLE PROJECT. WE AUTHORIZE THE BEGINNING OF THE PROJECT PLANNING STAGE. | | | |
|  | | | |
| Date: | | | Date: |
| Name: | | | Name: |
| Signature: | | | Signature: |
| Title: | | | Title: |

By signing below, we agree this is a viable Quality Improvement project and authorize the start of project planning. We commit to supporting its goals, timeline, and resources, and to working together as outlined in this charter.

First Last

SIGNATURE