

PROJECT CHARTER TEMPLATE

COVER PAGE

Purpose of the Project Charter

The Project Charter will help you to consider and describe your proposed quality improvement (QI) project.

The Project Charter helps to organize your planning around the following questions^{1,2}.

1. Who is the project lead?
2. Who are the interdisciplinary members of the quality innovation project team?
3. What is the problem/opportunity to be addressed?
4. How has the problem been analyzed and what were the findings?
5. What is the proposed QI intervention? What was the rationale for prioritizing this approach? How will it impact the problem? How have patients/families been engaged in the discussion and decision to propose the project?
6. What will be different or better when the project is finished?
7. Who are the key stakeholders that will be involved/impacted locally? How will they be impacted by the proposed intervention? How will they be engaged in the project?
8. What measures have been/will be collected to determine the success/effectiveness of the project?
9. What is the plan (including budget and timeline) for implementing the intervention?
10. What assumptions are being made?
11. What is the proposed return on investment (ROI) that will occur as a result of the intervention (such as an estimate of the anticipated cost savings or number of patients with improved access to the service)?
12. What training will be needed to make the changes?
13. Who is/are the operational and/or medical leaders for this clinical area? Have they signed the charter or provided a letter of support?

Physician leads identified for funded projects are expected to complete and submit regular reporting to AHS on progress, outcomes, dissemination and spread of the results of their project and what they learned in the process.

¹ Alberta Health Services Improvement Way (AIW)

² Leenstra, J., et al. Validation of a Method for assessing Resident Physicians' Quality Improvement Proposals. Society of General Internal Medicine 2007;22:1330–1334.

Project Phases and Deliverables (Tools and other resources available on Insite)

Define Opportunity	Build Understanding	Act to Improve	Sustain Results
<ul style="list-style-type: none"> Identify project lead. Initial development of interdisciplinary project team. Consult with applicable operational and/or medical lead for the clinical service area. Begin Project Charter. 	<ul style="list-style-type: none"> Interview/focus groups with patients/families/staff/medical staff. Consider completing a Current State Process Map with team, patients, families, staff and medical staff. Consider completing a Stakeholder Analysis. Project Charter with baseline data if available. 	<ul style="list-style-type: none"> Design Document: a future state process map or a model/diagram of the final deliverable(s). Note: Be clear about the scope of the project. Project Plan: include timelines with budget. Consider a Change Management and Communication Plan. 	<ul style="list-style-type: none"> Sustainability Plan with measures and monitoring processes.

How to use the Project Charter Template

1. Work with your team to answer the questions in the template. Please be concise. Try to keep your final document to no more than four pages in length.
2. **Delete this cover page and the instructions under each heading in the template before distributing the document.**

PROJECT CHARTER TEMPLATE

Initiative Name:	Description of Team (names if applicable):
Project Lead:	Submission Date:

Status of project when proposal submitted:

☐ Define Opportunity
 ☐ Build Understanding
 ☐ Act to Improve
 ☐ Sustain Results

Opportunity

Unsatisfactory Aspects of Current Situation (Problem Statement Broad Context):

How the problem was analyzed and what the findings were:

Proposed quality improvement intervention for this Project:

Expected Improvements due to this Project:

Goal Statement (Objectives and Performance Criteria)

Performance target(s) for the project:

Plan

Specific Plan:

Budget

Return on Investment (ROI):

Assumptions

Stakeholders

Identify groups (internal/external) that need to be on the project team or need to be consulted with, to ensure the project's success. List all stakeholders who stand to be impacted by the project below (Insert rows as necessary to accommodate additional stakeholders.). Briefly describe how they have, or will be engaged in the project. Ensure that a plan to engage patients/families is included.

Stakeholder

How will they be impacted and engaged?

Project Team

List the roles and responsibilities of team members and include their names if already identified.

Name	Role/Title	Responsibility
	Project Lead	
	Operational / Medical Leader(s) for the Clinical Service	
	Improvement Team	Builds and implements the end product or process, e.g., front-line staff representatives, physicians, support staff, etc.
	Key Stakeholders	
	Other(s)	(Include description of responsibilities)

Endorsement of Proposed Project

Submitted by (Project Lead, Name and Title):

Signature
Authorized by (Operational Leader, Name and Title):

Date

Signature
Authorized by (Medical Leader, Name and Title):

Date

Signature

Date