

Project Charter

Project Name

Lead Staff/Physician

Project Manager

Project Start Date

Project Aim
What are you trying to accomplish? Every aim will required multiple small tests of change (PDSAs).

Aim statement: (Make sure your aim is measurable and has a timeline.)

Performance Gap
What is the problem and why are you addressing it?

Project Deliverables
What are the tangible things that the project will produce to enable the aim to be achieved?

Barriers

What are potential barriers and how will you overcome them?

Measures

What measures will determine success?

Measure	Operational Definition	Baseline Number (percentage)	Goal Number (percentage)

Project Scope

In Scope	Out of Scope

Project Team Roles and Responsibilities

Team members	Roles	Responsibilities

Other

Ground rules, decision making process, etc.

Stakeholders

Stakeholder Name	Impact on Project (High, Medium, Low)	Strategies to Communicate and Gain Support

Senior Leadership Signature/Approval

Printed Name

Signature

Date

