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?*

<table>
<thead>
<tr>
<th>Measure</th>
<th>Operational Definition</th>
<th>Baseline Number (percentage)</th>
<th>Goal Number (percentage)</th>
</tr>
</thead>
</table>

**Project Scope**

<table>
<thead>
<tr>
<th>In Scope</th>
<th>Out of Scope</th>
</tr>
</thead>
</table>
### Project Team Roles and Responsibilities

<table>
<thead>
<tr>
<th>Team members</th>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>

### Other

*Ground rules, decision making process, etc.*

### Stakeholders

<table>
<thead>
<tr>
<th>Stakeholder Name</th>
<th>Impact on Project (High, Medium, Low)</th>
<th>Strategies to Communicate and Gain Support</th>
</tr>
</thead>
</table>

Senior Leadership Signature/Approval

Printed Name

Signature

Date