**Project Charter**

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| **Title:** | **Scope /Boundaries:** |
| **Team**  Sponsor:  Team Lead:  Improvement Advisor:  Team Members: | **Problem Statement:** |
| **AIM Statement:** | **Measures**  Outcome:  Process:  Balancing: |
| **Root Cause(s) of the Problem:** | **Change Ideas:** |
| **Anticipated Barriers and Mitigation Strategies:** | **Anticipated Timeline**  Key Milestones: |
| **Resources Required:** | **Signatures**  Sponsor:  Team Lead: |

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| **Title:** Project Title | **Scope /Boundaries:**  If applicable, indicate the beginning & end steps and/or the process being focused on. |
| **Team**  **Sponsor:**  (Someone on senior management who will be accountable at a senior level, who will remove barriers and ensure adequate resources are provided, etc. This may be your project supervisor or someone else)  **Team Lead:**  (Person who leads the project team and is accountable for day-to-day project progress i.e. you)  **Improvement Advisor:**  (Your project supervisor)  **Team Members:**  (Ensure individuals from the front line who are most familiar with the process are included, and where possible, “clients” who may be impacted) | **Problem Statement:**  Using the information gathered from the 5W2H tool, create a short description of the problem. |
| **AIM Statement:**  Articulate your project aim stating “How much” (amount of improvement – e.g. 30%), “by when” (a month and year), “as measured by” (a general description of the indicator(s) and/or “target population.” SMART (Specific, Measurable, Attainable, Relevant and Time-bound). | **Measures**  Outcome:  Process:  Balancing: |
| **Root Cause(s) of the Problem:**  Describe the tools used and the findings from using those tools. | **Change Ideas:**  Document what the change ideas are, and why the team thinks they will result in improvement (the relationship between the root cause & the change idea-causal link). |
| **Anticipated Barriers and Mitigation Strategies:**  Document resources needed including dedicated staff time. | **Anticipated Timeline**  Over how many months will the project be conducted? If possible, specify start date by month and year, and end date by month and year. |
| **Resources Required:** | **Signatures**  Sponsor:  Team Lead: |