

Clinic name

Project Charter

Project Title

Date
rev.

PROBLEM STATEMENT What is the problem - what happens, when, how often, how much, and to whom?

EXPECTED OUTCOMES / SMART AIM STATEMENT Specific objectives and numerical targets.
Anticipated products, tools, and deliverables.

IMPORTANCE / BENEFITS Why is this project important? How will the improvement benefit patients?
What background info (data / analysis / literature) supports this effort? Does it align with organizational goals?

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SCOPE Which specific things *will* be included in the improvement projects, and which will *not*?

IN

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OUT

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PROJECT TEAM Agreement on project roles.

Project Sponsor(s)

Provider Champion

Project Lead

Team Members

Subject Matter Expert(s)

Practice Coach

RISKS / BARRIERS Anticipated challenges (attitudes, culture, resources, time, etc.) and how to minimize them.

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