

Completed By:	
Project Title:	
Project Start Date:	
Charter Last Revised:	

Project Team

	Name	Position Title
Project Sponsor:		
Clinical Leadership:		
Day-to-Day Leadership:		
Technical Expertise:		

Project Stakeholders

Internal Stakeholders

Name	Position Title

External Stakeholders

Name	Position Title

What is the problem?

Problem/Opportunity Statement

Local Issue

Local Impact

Patient Input

What are we trying to accomplish?

Aim Statement

**Explanation of
Achievability**

Explanation of Relevance

Data Plan

Embed data plan into the charter

How will we accomplish our aim?

Intervention Description

Intervention Rationale

**Implementation
Strategies Description**

**Implementation
Strategies Rationale**

Project Resources

	Staff	Funding	Medical Equipment	IT Support	Multimedia	Physical Infrastructure
Quality Improvement Intervention						
Implementation Strategies						

What limitations or challenges do we anticipate?

	Challenge/Limitation	Mitigation Strategy
Anticipated Challenges and Limitations of the Intervention		