# Quality Improvement Project Charter

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| **Your name** |  |
| **Your contact details** |  |
| **Improvement project team members** |  |
| **Project Title** |  |
| **Clinical team(s) involved** |  |
| **How are you getting Service User/Carers involved?** |  |
| **Organisation/ Department** |  |

## How does your project align with your organisation’s strategic improvement aims?

## What are you trying to accomplish?

Topic or issue you would like to improve (1-2 sentences):

Aim statement (How good do you want to be by when?)

Why is this an important issue to tackle? What’s the business case? (4-5 sentences)

## How will you know that a change is an improvement?

(Identify outcome, process and balancing measures – between 4 and 8 is optimum)

## What changes can you make that will lead to improvement?

(What change ideas would you like to test, the more the better)

## Any barriers that you can identify to getting this project going?

## What ring-fenced time have you agreed for your team to meet?

(should be weekly or fortnightly, for 30-60 minutes, with all improvement team members present)

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| Name of team manager who has approved this project: |  |
| Date of charter: |  |