#### 1. Forming our team

Name of project lead

Record the team details and meeting/ communication schedule. *Should be weekly or fortnightly, for 30-60 minutes, with all team members present.*

#### 2. Agreeing our aim

**What are we trying to accomplish?** Why we want to do this work? Why is it an important issue to tackle? Why does it matter to your service and patients?

Specific goals:

Target audience for training including numbers of staff to be trained:

Who will facilitate the training?

How will we involve public contributors?

#### 3. Agreeing our measures

**How will we know that a change is an improvement?** What measures can we use to monitor the impact of this project? Think about process, outcomes and balancing measures. Add to your measurement plan and monthly report.

#### 4. Agreeing our actions

**What changes can we make that will lead to improvement?** Add in ideas for your PDSA cycles for testing out your changes.

**How will we share learning?**

|  |  |
| --- | --- |
| **Project team** | |
| ***Role*** | ***Name*** |
| **Project Executive Sponsor** |  |
| **Project Champion** |  |
| **Operational/ Project Leader** |  |
| **Technical expertise** |  |
| **Public contributor** |  |
| **Date charter agreed:** |  |