

## Project charter

### 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	
<i>Role</i>	<i>Name</i>
Project Executive Sponsor	
Project Champion	
Operational/ Project Leader	
Technical expertise	
Public contributor	
Date charter agreed:	