

# Project charter

A simple one pager to help define your project.

Write or type in the the template below.

<b>Problem statement</b> (What is the current problem and why does it need to be improved?)		<b>Outcomes</b> (What do you intend to achieve from this project; what are the outcomes? What will it improve? How will things be better? Evidence your outcomes.)		
<b>In scope</b> (What will be covered by the project?)	<b>Out of scope</b> (What will not be covered by the project?)			
<b>Quality impact</b> (How will the project improve patient experience, safety, outcomes, care, services or reduce risk/harm to patients?)		<b>Measurements</b> (What data both qualitative and quantitative can you collect to show an improvement has been made?)		
		Description of measure	Baselines (What are they currently at prior to the project?)	Target (Where do you want them to be?)
<b>Team</b> (Who is your project team?)		<b>What are your key milestones?</b>		