**Region 3 Learning Collaborative CQI Tools**

**“Project Charter” Table Top Exercise**

**Definition:**
A project charter is a statement of the scope, objectives, and participants in a project. **It provides a preliminary delineation of roles and responsibilities, outlines the project objectives, identifies the main stakeholders, and defines the authority of the project manager.**

The purpose of the project charter is to document:

* Reasons for undertaking the project
* Objectives and constraints of the project
* In-scope and out-of-scope items
* Directions/ Accountability concerning the solution
* Communication of CQI initiative, current state and future state
* Delineation of expected (and measurable) project benefits and outcomes.
* High level budget and spending authority (possibly).[[1]](#footnote-1)

**Directions:**
Select a specific/ unique DSRIP project at your table. For that project, brainstorm the following elements of a project charter and fill out the worksheet in the end:

* **Problem Statement**: In a single sentence, capture the essence of the problem. Be sure the problem is stated in measurable terms.
* **Project Scope:** Identify the start and stop points for the project. Remember you want to improve the “problem” in 3-6 months, so keep the scope achievable. This may include specifying the location, target patient population, specific task(s), unique department, etc.
* **Measures of Success:** How will your team know you have improved the problem? Success must be quantifiable metrics. Consider rates, utilization, volume, time, satisfaction, money, etc.
* **Meeting Expectations:** Create a reasonable timeframe for both team meetings and the project completion.
* **Identify Team Roles & Responsibility:** Specify the team leader (calls the meetings, sets the agenda, keeps the team moving ahead). Identify a team champion (senior leader who can approve financial resource needs, assure adequate time away from routing tasks for team members, support and communicate the implementation and outcomes)

**Cohort Group Charter**





1. Source: Wikipedia <http://en.wikipedia.org/wiki/Project_charter> [↑](#footnote-ref-1)