**Name of Organization:**

**PROJECT CHARTER**

|  |  |
| --- | --- |
| 1. **CHANGE PROJECT** **TITLE** |  |
| 2. What **AIM** will the Change Project address? |  |
| What is your Aim Statement? | Reduce/Increase(choose one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  by (%)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to(goal)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    by (completion date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Example: Reduce the average time it takes to run a mile by 20% from 10 minutes to 8 minutes by February 1, 2012 |
| 3. **LOCATION if you have multiple agencies which one?** |  |
| 4. **START DATE** and expected **COMPLETION DATE** | Start  End |
| 5. **EXECUTIVE SPONSOR** |  |
| 6. **CHANGE LEADER** |  |
| 7. **CHANGE** **TEAM MEMBERS/ROLE on the team** |  |
| 8. How will you **COLLECT DATA** to measure the impact of change? |  |
| 9. What is the expected **IMPACT** of this change project? Increase revenue or productivity, decrease expenses. How will the Executive Sponsor know? |  |

**PDSA CYCLES**

| **Rapid**  **Cycle #** | **Cycle Begin Date** | **Cycle**  **End Date** | **Plan**  *What is the idea/change to be tested?* | **Do**  *What steps are you specifically making to test this idea/change? Who is responsible?* | **Study**  *What were the results?*  *How do they compare with baseline measure?* | ***Act***  *What is your next step?*  *Adopt? Adapt? Abandon?* |
| --- | --- | --- | --- | --- | --- | --- |
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**EVALUATION AND SUSTAIN PLAN**

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| --- | --- |
| **Project Outcomes** (only complete once the project is finished) | |
| 1. What was the project **END DATE**, when you stopped making changes? |  |
| 2. What did you **LEARN** (e.g., what were some unexpected outcomes or lessons learned from your change efforts)? |  |
| 3. What was the **FINANCIAL IMPACT** of this change project? (e.g. Increased revenue? Reduced costs? Increased staff retention?) |  |
|  |  |
| **Sustainability Plan** (only complete if you are sustaining the changes) | |
| A. Who is the **SUSTAIN LEADER**? |  |
| B. What **CHANGES** do you want **TO SUSTAIN**? |  |
| C. What **SUSTAIN STEPS** are being taken to ensure that the changes stay in place and that it is not possible to revert back to the old way of doing things? |  |
| D. What is the **TARGET SUSTAIN MEASURE**, i.e. the point at whichthe Change Team would intervene to get the project back on track? |  |
| E. What system is in place to effectively **MONITOR** the **SUSTAIN MEASURE**? |  |

Additional Notes: