**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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