**Quality Improvement Project Charter**

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| **Your name:** |  |
| **Your contact details:** (tel & email) |  |
| **QI project team members:** (please provide full names) |  |
| **Project Title:** |  |
| **Clinical team(s) involved:** |  |
| **Number of teams involved:** |  |
| **How are you getting Service Users/Carers involved?** |  |
| **Directorate/Service:** *(please delete as appropriate)* |  |

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| ***How does your project align with the six aims for improvement?*** (please tick which aim(s) your project aligns with – you may choose more than one) | | | |
| *Safe* |  | *Person-centred* |  |
| *Effective* |  | *Timely* |  |
| *Efficient* |  | *Equitable* |  |

1. **What are you trying to accomplish?**

*Topic or issue you would like to improve (1-2 sentences):*

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*Aim statement (How good do you want to be by when?) (1 sentence):*

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*Why is this an important issue to tackle? Why does it matter to your service users/staff/directorate/ organisation? (4-5 sentences):*

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*Scope project - what specific processes will need to change to achieve your aim/goals? Types and numbers of patients/clients whose outcome will be affected:*

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*Could this have an impact on cost and what could be measured to help us understand that?*

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*Do you have data that can tell you the current performance of the process and outcome?*

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1. ***How will you know that a change is an improvement?***

***Measures***

*How will you monitor your progress toward your goal(s)? List the process and outcome measures you plan to track.*

* ***Outcome*** *- how you will track the progress of your improvement aim*
* ***Process*** *- how you will know how the parts of the system you need to change (to get you to your improvement aim) are performing and the impact of your changes on these.*
* ***Balancing*** *- do you need to keep watch in case your action has a unintended impact on other parts of the system or to see if something unrelated to your project is influencing project success?*

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1. ***What changes can you make that will lead to improvement?***

*What change ideas would you like to test (the more the better)? What evidence is out there about what works?*

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1. ***What initial activities do you have planned?***

*These are the tasks associated with your project (not to be confused with change ideas) e.g. setting up an improvement team, gathering baseline data, conducting exercises and applying improvement tools to help you understand how the system is working and generate change ideas*

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1. ***List any barriers that you can identify to getting this project going?***

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1. ***What ring-fenced time have you agreed for your team to meet?***

*(Should be weekly or fortnightly, for 30-60 minutes, with all improvement team members present)*

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1. ***Name of line manager who has approved this project (if applicable):***

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1. ***Date charter submitted:***

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