**Island Health Project Charter[[1]](#footnote-1)**

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| --- | --- | --- | --- | --- |
| **Date:** | **Insert DD/MM/YYYY** | | | |
| **Project Name:** |  | | | |
| **Program(s) and Department(s) involved:** |  | | | |
| **Project Sponsor(s):** | *Name & Title*  *See roles in Appendix A. Sponsor should be Director level or higher* | | | |
| **Project Lead (s):** | *Name & Title*  *See roles in Appendix A.* | | | |
| **Project Description:** | **Describe the need or problem being addressed** | | | |
| **Project Aim / Objectives:** | **What you trying to accomplish / improve?** | | | |
| **Proposed Methodology / Approach:** | **How will you achieve your aim?**  *COACHING COMMENTS: Indicate the types of tools required to achieve objectives. For example data collection, patient (customer) voice collection, 5S, value stream or process mapping of current and/or future state, identification of issues and solutions, rapid process improvement workshop, project and/or change management, etc.* | | | |
| **Scope** | *In Scope:* **what’s included in the work**  *Out of Scope:* w**hat is not included in the work?** | | | |
| **Schedule / Timeframe:** | Proposed Start Date:  Proposed End Date:  *COACHING COMMENTS: In the first draft, indicate desired timeframe and/or any constraints specific to scheduling.* | | | |
| **Linkages with other Programs/ Departments** | *COACHING COMMENTS: Describe any impact this project may have on other projects, and/or on the organization. Consider which programs or departments will need to be consulted. Also indicate linkages with strategic initiatives within or outside of your department.* | | | |
| ***Team*** | ***Team Members:***   1. *xxx* 2. *xxx* 3. *xxx* 4. *xxxx* 5. *xxxx* | ***Title***   1. *xxx* 2. *xxx* 3. *xxx* 4. *xxx, Victoria* 5. *xxx, Victoria* | | ***Role/Perspective***   1. *xxx* 2. *xx* 3. *xxx* 4. *xxx* 5. *xxx* |
| Approvals | *Manager Date* | | *Director Date* | |
| Version | *V1draft (initials) (date)* | | | |

Appendix A. **- Roles & Responsibilities:** Roles may be combined (i.e. filled by the same person)

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| **Role** | **Responsibilities** |
| Project Sponsor: | * Confirms and approves scope * Remove barriers to improvement * Empower team to make change * Attend Kick-off and Report-out meetings * Receive project updates * Provides team recognition |
| Project Lead: | * Manage planning & implementation * Communicate with Process Sponsor and Owner * Provide daily leadership to project team * Produce project status reports * Collect metrics (baseline and ongoing) |

1. Adopted from Project Intake Form and Strategic Process Improvement Department Project Charter (Nov 2014 Version) [↑](#footnote-ref-1)