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

|  |  |
| --- | --- |
| **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)

|  |  |
| --- | --- |
| **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)