**Project Team Charter Template**

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| **Team Name** |  | **Date** |  |
| **Team Sponsor** |  | **Team Leader** |  |
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| **Primary Team Members** | **Roles and Responsibilities** |
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| **Background and Opportunity Statement:** *Why is the project being undertaken? What are the business needs?* |
| **Aim Statement:** *Mission of the team.* |
| **Scope:** *List what the project will and will not address (e.g., internal administrative policies and procedures).*  |
| **Objectives:** *What are the measurable outcomes of the project? (e.g., increase compliance with administrative policies and procedures by xxxx).** [specific and measurable goal 1]
* [specific and measurable goal 2]
* [specific and measurable goal 3]
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| **Measures:** *Success criteria* |
| **Considerations:**

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| --- | --- |
| *Assumptions* | *Describe here conditions that you are relying on in order to achieve project goals.* |
| *Constraints* | *Describe here potential factors that will impact or affect implementation of the project.* |
| *Risks* | *What are the most significant risks?* |

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| **Key Milestones:** *Propose start and end dates for Project Phases (e.g., Launch, Planning, Construction, Implementation) and other major milestones.* |
| **Resources:** *What does the team have at hand?* |
| **Deliverables:** *Describe the high-level deliverables of the team.* |
| **Communication Strategy:** *How will the team communicate amongst members (e.g., email), when and how often, who is responsible etc.* |
| **Key Stakeholders:** |
| **Approvals:**

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *Title* | *Signature* | *Date* |
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Sources:

1. Bialek R, Duffy GL, Moran JW. The Public Health Quality Improvement Handbook. Milwakee, Wisconsin: ASQ Quality Press. 2009
2. NYU. “Project Charter Form Template.” Available at <https://www.nyu.edu/content/dam/nyu/hr/documents/Project_Charter_Template.doc>. Accessed 8-5-2020.
3. PHIP. “QI Videos & Tools- Project Charter.” Available at <https://improvepartners.org/toolbox/toolbox-details/qi-videos-tools/>. Accessed 8-5-2020.