QUALITY IMPROVEMENT
PROJECT CHARTER

PROBLEM AND BACKGROUND
What is the core quality issue that you are trying to improve, and what are the factors involved?

RATIONALE AND BENEFITS
Why is this an important problem to tackle, and what are the expected benefits?

AIM STATEMENT AND DELIVERABLES
What are the goals and objectives of this project?

SCOPE
What are the things (people, tasks, processes) that this project WILL and WILL NOT touch on?

MEASURES
What are the outcome, process and balancing measures that you are planning on looking at?

CHANGE IDEAS
What are you going to be attempting or changing, if already known?

PROJECT LEADER, TEAM MEMBERS AND RESPONSIBILITIES
Who is the point person accountable for the project's progression, who are the other members, who will do what?

RESOURCES
What resources will you require – human, financial, equipment, authorizations and permissions, etc?

TIMELINES AND MILESTONES
When do you anticipate STARTING to work on this project, IMPLEMENTING this project, and COMPLETING it?