

# Quality Improvement Charter Worksheet

Project Title:		
Team Leader:		Executive Sponsor:
Team Members:		
Name	Position	Organization
Patients/Clients/Family Who Will Benefit:		Types of Clinical and Administrative Staff, Suppliers, etc. Involved:
Problem/Opportunity Statement (What's wrong with quality?)		
Aim Statement (What are we trying to accomplish? Numerical target for improvement, over what time?)		
Measures (How will we know if we are improving?)		
Outcome Measures		
Process Measures		
Balancing Measures		

Change Ideas (What can we try that will result in an improvement?)

Business Case (Are health system costs reduced by addressing the problem?)

Link to Organizational Strategy

Term of Project (Start and Stop Dates):

Project Budget:

Anticipated Milestones:

Milestone	Start Date	End Date	Responsible Person

Estimated Time Required for Staff Participation:

