

Project Charter: [Insert Project Name]

Date/Version:

Executive Sponsor:

Project Lead:

Project Mission

Describe what you intend to do.

Call to Action

Why is this project important now? How do you know a problem exists? Include all quantitative and qualitative data available.

Project Definition

Project Goals

List SMART goals (specific, measureable, achievable, relevant, and time-bound).

Project Measures

List what outcome and process measures you will be tracking to assess progress. Describe your plan for collecting, monitoring, and evaluating data.

Project Method(s)

Indicate the first and last steps in the process. List what QI framework you'll be using.

Resources Needed

PROJECT CHARTER TEMPLATE

Implementation Plan/Milestones

Due dates and durations. Key milestones: Insert target dates and activities. Examples of activities are below.

Date	Milestone
	Draft project charter
	Collect baseline data
	Recruit project team
	Convene team: finalize charter and review QI principles
	Assess current state: map process
	Identify inefficiencies and root causes
	Brainstorm and prioritize solutions
	Develop improvement theory/theories and action plan
	Test improvements, make modifications, test again
	Implement new process
	Develop standard operating procedures
	Monitor process: track measures
	Document future state

Equity Focus

Who may benefit from this project? Who may be harmed by this project?

How will affected stakeholders and communities be involved with this project? Who is excluded?

To what extent can the data about this situation or problem be broken down by race, ethnicity, socio-economic status, disability, etc.? What equity-related data is unavailable or missing?

What assumptions are we making about the equity components of this situation or problem?

Project Team: Roles, Responsibilities

Team Member	Role/Position	Anticipated Project Responsibilities

PROJECT CHARTER TEMPLATE

Stakeholders: Roles, Needs/Requirements

Stakeholder	Role/Position	Stakeholder Needs/Requirements (what do they want?)

Sponsor Sign-Off

Name:

Date:

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