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**Project Charter**

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| Prepared By: |  |
| Input Provided By: |  |
| Approval required from: |  |
| Document changes: |  |

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# Executive Summary

To be completed

# Background

To be completed - should still be relatively high level, make use of appendixes and references

# Opportunity

To be completed – should make the case for change – what problem are we trying to solve?

# Objective

To be completed – should summarise the high level purpose –what are aiming to achieve? Aim to get this to the stage where it is at an ‘elevator pitch’. Greater detail can be found in the project approach section below

# Benefits

To be completed – should also include proposed measurements – what does success look like and how will we know when we have achieved it?

# Strategic Alignment

To be completed

# Scope

the importance of this section cannot be overstated, it is invaluable in focusing the team, helps to define boundaries and required resources to deliver on objectives

|  |  |
| --- | --- |
| **In scope** | **Out of scope** |
|  |  |

# Associated Initiatives

To be completed

# Project Approach

To be completed – this section should summarise the ‘how’ of what we are aiming to achieve, following on in more detail from the objective section above.

# Project Roles

To be completed – summary of project team roles and structure, including project governance, project management and other associated resources e.g. clinical leads or subject matter experts

# Project Plan

To be completed – this section should summarise the ‘when’ of key activities, and outline in what order they need to be completed. Can be kept high level as the details will be completed in the planning stages. Ideally this would be a GANTT chart

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Month1 | Month2 | Month3 | Month4 | Month5 | Month6 | Month7 | Month8 | Month9 | Month10 | Month11 | Month12 |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 5 |  |  |  |  |  |  |  |  |  |  |  |  |

# Constraints and Assumptions

To be completed – should cover any known project boundaries/dependancies around scope/quality, time/schedule, and money/budget – examples could be things like:

# Risks and issues

To be completed – only required at a high level at this stage and can be linked to the high level constraints and assumptions listed above

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Issue** | **Likelihood** | **Severity** | **Mitigation/Management Plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Consider related work already underway and whether there are dependencies on any of them. Risk analysis will come later

# Ethical Considerations

Outline any ethical issues that may arise for the project, and what you will do to mitigate them. Reference documents to guide your considerations include:

[*https://ethics.health.govt.nz/system/files/documents/pages/HDEC%20scope%20summary.pdf*](https://ethics.health.govt.nz/system/files/documents/pages/HDEC%20scope%20summary.pdf)

[*http://www.healthcodesign.org.nz/ethics.html*](http://scanmail.trustwave.com/?c=7264&d=84-D2hZubnB56fwzasnIQyN9qskE_O5feKd8w-Egfg&u=http%3a%2f%2fwww%2ehealthcodesign%2eorg%2enz%2fethics%2ehtml)

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethical Consideration** | **Likelihood** | **Severity** | **Mitigation/Management Plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Include i3’s position statement on ethical approval for QI projects, and include your summary as to why this project does/does not require formal ethical review.

# Stakeholder Management

To be completed – high level at this stage, will be fleshed out during the project however helpful to understand levels of engagement/involvement in the early stages and forms the basis for the communications plan

|  |  |  |
| --- | --- | --- |
| Stakeholder group | Relationship to project | Engagement Strategy |
|  |  |  |

# References

To be completed

# Appendixes

To be completed