

**DOM Innovation Platform**

**PROJECT CHARTER: [PROJECT NAME]**

**A close-up of a logo

AI-generated content may be incorrect.**

Delete all *italic* instructions once completed:

*This basic charter template is a requirement for all DOM Innovation Platform initiatives – provides a foundation, roadmap, and sets some expectations.*

*Completing the charter is an iterative process and may take a few sessions. Must ensure that the key stakeholders are involved in its development.*

*Must be reviewed/approved by executive sponsor/project sponsor – this is the contract between the project team and their sponsors.*

*Major changes to scope should be documented and signed off as a change request.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DIVISION** |  | | **PHC SITE** | | |  | | | |
| **START DATE** |  | | **TARGET COMPLETION DATE** | | |  | | | |
| **AUTHOR** |  | | **VERSION/DATE** | | |  | | | |
| **BACKGROUND/SITUATION** | | | | | | | | | |
| *What relevant information on the background and situation explains how the project came to be? Context? Constraints? Why now?*  *What is the situation/problem/perceived need that you are trying to solve/address?* | | | | | | | | | |
| **PURPOSE** | | | | | | | | | |
| *What are you ultimately wanting to achieve/accomplish with this project? What is the ultimate impact you want to have?* | | | | | | | | | |
| **OBJECTIVES/GOALS** (SMART: Specific, Measurable, Attainable, Relevant, Time-bound) | | | | **METRICS/SUCCESS CRITERIA** | | | | | |
| * *Objectives/goals – if achieved – it should result in a successful initiative. Use SMART:* | | | | * *What will you measure / what allows saying objective achieved?* | | | | | |
| **SCOPE (INCLUDED)** | | | | **SCOPE (excluded)** | | | | | |
| * *Clear and thorough - Sites/Depts/Stakeholders/Processes/systems/clinics etc will be impacted/changed etc?* | | | | * *What will not be part of the initiative?* | | | | | |
| **KEY DELIVERABLES** | | | | | | | | | |
| * *What are the key deliverables that will enable you to achieve your project’s purpose, objectives and goals?* | | | | | | | | | |
| **KEY MILESTONES** | | | | | **Responsible** | | | | **Target Date** |
| 1. *Eg – new type of clinic: develop team, kick off meeting, agreement on clinical paradigm* 2. *Agree and develop referral form and inclusion exclusion criteria…..* 3. *Soft launch… to test and de-kink….* | | | | | *Who is responsible for this deliverable?* | | | | *Be realistic and consider vacations, other projects using the same resources, etc.* |
| **PROJECT RISKS** | | | | | **Impact** | | | | **Probability** |
| 1. *What are the main risks that could affect the project (being on time, within scope, within budget, being successful)? How will you mitigate anything Mod/Med and above* | | | | | *Suggestion: Min, Mod, Max* | | | | *What is likelihood?*  *High (will occur), Med (likely to occur), Low (unlikely to occur)* |
| **ASSUMPTIONS** | | | | | | | | | |
| * *Any key assumptions that have been made in planning.* | | | | | | | | | |
| **FUNDING REQUIREMENTS** | | | | | | | | | |
| * *If no funding is required, delete this section. If funding is attached to this project, ensure a project budget tracking sheet is developed.* | | | | | | | | | |
| **PROJECT RESOURCES** (name, title, project roles – see roles and responsibilities document) | | | | | | | | | |
| **Executive Sponsor:** | |  | | | | | | | |
| **Project Sponsor (Division Head):** | |  | | | | | | | |
| **Physician Lead** (Accountable for project): | |  | | | | | | | |
| **Project Manager:** | |  | | | | | | | |
| **Working Group members:** | |  | | | | | | | |
| **Other resources/supports:** | |  | | | | | | | |
| **STAKEHOLDERS** | | | | | | | | | |
| *1. Affected by initiative and need to be engaged.*  *2.* | | | | | | | | | |
| **SPONSOR(S) SIGN-OFF** | *Sign-off can be via email approval but need this before moving into the next phase of the project.* | | | | | | **DATE** |  | |
|  | | | | | | | | | |
| ***PROJECT ROLES AND RESPONSIBILITIES*** | | | | | | | | | |
| *Executive Project Sponsor and/or Project Sponsor*   * *Commissions the project and signs project charter, ensures alignment to organization’s strategy and can champion at SLT level* * *Can provide direction if SC or WG cannot make decision*   ***Physician Lead***   * ***Accountable*** *for the project delivery, chairs WG meetings, reports progress to DOM innovation platform*   ***Project Manager***   * *Supports Physician lead with WG meetings, agenda, minutes, develop project charter, plan and status reports.* * *Assists Physician lead to meet project goals and objectives*   ***Steering Committee Members (DOM Innovation steering comm)***   * *Provides senior leadership, and overall vision and guidance. Can champion at SLT. Receive status updates and can help with barriers/resourcing.* * *Can suggest WG members*   ***Working Group Members***   * *Team of subject matter experts built by physician lead that can achieve the objectives.* * *May be responsible for specific tasks to support the project and works within their own teams/departments/areas to achieve these* | | | | | | | | | |