

**DOM Innovation Platform**

**PROJECT CHARTER: [PROJECT NAME]**

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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.*

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| --- | --- | --- | --- |
| **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?*

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| **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?*
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| **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.*
*
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| **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.*
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| **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*
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