CPIP: Clinical Process Improvement Leadership Program

CPIP Project Charter

Project Title:	
Project Leaders:	
Team Members:*	
Project Sponsors:*	
Institution:	

Start Date:	Estimated Completion Date:

Problem Statement:
The purpose of the problem statement is to describe what is wrong. (Many of you completed this step in your course application. You can use that description here)

Aim Statement:
The aim statement defines the team's specific improvement objective – what you are trying to accomplish. Aim statements are outcomes focuses, specific, and include a timeline, and target population.

Example:
- *95% of patients admitted to floor 5 will receive medication reconciliation upon admission by July 31, 2010. (quantitative)*

Scope:
What process will the project focus on? You may need to identify a subcomponent of the process or patient population to focus on for the duration of the course (4 months). Must be able to measure the process and improvements made.

Boundaries:
What are the parameters that the team is given to work within? What is in or out?

Affected Areas:
What people, departments or units are potentially affected by changes you make in the process? This will help you with stakeholder analysis.

Measures of Success:
How will you know an improvement has been made? These measures should be tangible and readily and easily measured. Can use both process and outcome measures.
(As above, feel free to draft, but we expect this to change as you investigate your process)

*Tips on Building an Effective Team:
1. **Watch DVD Features of Effective Teams for input**

2. **Identify individuals who**
   a. **have "fundamental knowledge" of the process you are addressing (e.g. they participate in it as frontline workers)**
   b. **are motivated to participate on the team,**
   c. **are available to work with you**

3. **Project Sponsors: This person(s) is accountable for your overall effort, provides your team with direction and support, assists you with implementation when appropriate, and ensures that key stakeholders have appropriate involvement. In most cases, this is the individual who nominated you and your project for this course.**