PROJECT NAME

PROBLEM STATEMENT/DESCRIPTION
What is the problem? What happens, when, how often/how much, to whom does it happen? *2-3 sentences*

SIGNIFICANCE/IMPACT
What makes this project significant? In what ways will the improvements enhance patient care? Are there any potential harms for patients if not executed? What evidence (data, analysis, literature) justifies this initiative? Which organizational goals or areas does this project support?

MISSION & VISION STATEMENTS
Mission: Why are we here?
Vision: Where are we going?

TEAM MOTTO
Examples:

- "Improving Care, Enhancing Lives"
- "Excellence Through Innovation"
- "Together Towards Excellence"

PRIMARY OBJECTIVES

PERFORMANCE ASSESSMENT
Assessment of progress markers in comparison to timeline projections, benchmarks, or goals.

SCOPE/PARAMETERS	TIMELINE
Scope:	Planning Date/Implementation Date/Periodic Assessments/End Date:

S.M.A.R.T. GOAL (Outcome Measure)
1-2 sentences
Example: (Hospital name) aim is to decrease the 30-day readmission rate for heart failure patients by 15% over the next 6 months (*insert dates*). This will be accomplished by introducing a comprehensive discharge planning and follow-up care program, improving patient outcomes and reducing healthcare costs.

KHA PI TEAM CHARTER 2025

GOAL STRATEGIES

MEASURES (Process, Balancing, Structure)
Outcome measures: These measures assess the overall impact of the project (What you want to accomplish). Process measures: These measures track the efficiency and effectiveness of the processes involved (Fidelity to process strategies). **(Optional)** Balancing measures: These measures ensure that improvements in one area do not negatively impact other areas.

STAKEHOLDERS & PROJECT TEAM MEMBERS

Who are the key stakeholders in your system and processes? How will you incorporate multidisciplinary input? How will you incorporate patients' and families' perspectives?

Team Member Role *(e.g. provider/specialty, nurse/unit, tech, executive, etc.)*	Stakeholder Name *(name of person who will represent the stakeholder role)*	Meetings held/Who Attended	Responsibility Assignment

RISKS/BARRIERS *What* significant challenges do you predict? Could they be related to IT, attitudes, behaviors, culture, or time? What strategies do you have in place to mitigate these risks and overcome these barriers?

Risk Barrier(s)	Plan to Address

SUSTAINMENT PLAN How do you plan to sustain your process improvement? What resources will be needed to sustain?

EXPANDSION Do you intend to expand your projects to other departments, hospitals, etc. once you identify the changes that lead to the desired improvements? If so, which department, hospital, etc. will be involved, and how will you assist this expansion?