1. **Project Name:**

1. **Background:**
2. **Problem Statement**:
3. **Scope:** 
   1. **Not in scope:**
4. **Goals and Associated Metrics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Target Metric** | **Metric type:**  **Outcome or Process** | **Data Source** |
|  |  |  |  |
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*\*Note: If not an improvement project, goals and metrics may be captured in the milestones*

1. **Expected Outputs:**
2. **Key link to strategic goal-select one:** Education**,** Finance, Growth, People, Quality & Safety, Research, Service, Community
3. **Existing policy and procedures and standard work:**
4. **Risks:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Identification and Prioritization** | | | | **Risk Response Planning** | | | | | **Risk Monitor & Control** |
| **ID#** | **Risk and Impact description** | **Impact: -High**  **-Low** | **Occurrence Probability:  -High**  **-Low** | **Response:**  **-Avoid**  **-Mitigate**  **-Accept** | **Approver of Response** | **Action to be Taken** | **Action Status: -In Progress -Completed** | **Date & Outcome of Action** | |
| 1 | Is project High Complexity with numerous impacted stakeholders and/or contentious/divisive nature of the change(s)? | High | High | Mitigate |  | 1. Complete & communicate:    1. Stakeholder Analysis    2. Business Case for Change |  |  | |
| 2 |  |  |  |  |  |  |  |  | |
| 3 |  |  |  |  |  |  |  |  | |

1. **Assumptions**
2. **Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Due Date** | **Person Responsible** |
| Understand current state |  |  |
| Root Cause |  |  |
| Countermeasures |  |  |
| Implement |  |  |
| Work Session: Pre-work and date |  |  |
| Tollgate review/learnings quarterly at a minimum to include sponsor |  |  |
| Projected Project Close |  |  |
| \*\*Sponsor update meetings |  |  |

1. **Project Budget**
2. **Project Approval Plan:**
3. **Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name, Org, Title, Department** | **Projected**  **Time**  **Commitment** | **Responsibility** |
| Project sponsor |  |  | * Team engagement, project execution & sustainment, give status updates to leadership, provide resource &, break down barriers including challenges meeting key milestones. |
| Project owner |  |  | * Project execution & sustainment, align leaders, share progress & barriers. Attend project meetings: provide priorities & guidance. |
| Project manager |  |  | * Facilitate & coach team through problem solving, lead project planning & monitoring, maintain project focus. Provide owner updates & regularly communicate with project team. |
| Administrative support |  |  | * Take & distribute minutes, schedule meetings & meeting room. |
| Team members |  |  | * Actively participate in problem solving, complete assigned tasks. Unit dyad, representatives of those who do the work |
| Subject matter experts |  |  | * Provide knowledge of key systems, processes, trainers * Patient input, if appropriate |

1. **Project Communication plan**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Purpose** | **Timing** | **Content creator** | **Content Due Date** | **Stakeholders/ Audience** | **Venue** | **Venue Contact** | **Method** |
|  |  |  |  |  |  |  |  |  |
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1. **Project Change Control/Decisions Matrix**

|  |  |  |
| --- | --- | --- |
| **Date** | **Decision** | **Person Responsible** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Tollgate Review**

3-Month Ongoing Project Review and/or at the end of each PDSA project stage with Project Sponsors and/or Owners and with team members, as appropriate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PDSA Stage | Date | Is project moving at appropriate pace & aligned with milestones? If no, what can we do to move more expeditiously and/or re-align? | Is there sufficient project team participation, do team members need to be adjusted based on project needs, experience? | Is the project still sufficiently a high organizational priority to implement plan? | What roadblocks are we currently or we may face that need addressing? | From 1 (poor) to 5 (excellent), how is project meeting goals & progressing? |
|  |  |  |  |  |  |  |
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