# Tool C: Project plan/charter template

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| **Project name:** | **Date:** |
| **Project sponsor:****Project lead:****Project team members:** |
| **Aim:***What are we trying to accomplish?**How much by when?* |
| **Problem statement:***Background to the problem/why area was selected* |
| **Project scope:***Area(s) of focus* | **Metrics:***How will we know that a change is an improvement?* |
| **Expected outcome(s)/goal(s):***Success criteria* | **Business case:***How does this affect patient safety, experience, costs, and revenue/other aspects?* |