# 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?* | |