



Name Site:

PROJECT CHARTER

1. Change Project Title	
2. Aim Statement	
<i>Aim Statement Format</i>	Increase (or) Decrease X from a baseline of Y to a goal of Z by DATE .
3. Location	
4. Identified start and end dates	Start: _____ End: _____
5. Name of coalition or program (if applicable)	
6. What population are you trying to help?	
7. Executive Sponsor	
8. Change Leader	
9. Change Team (names and roles)	
10. How will you collect data to measure the impact of change? Who will collect it?	
11. What is the expected impact of this change project? How will the Executive Sponsors know?	



PDSA Cycles (add more as needed)

PDSA Cycle #:	
Cycle Begin Date:	Cycle End Date:
What is the change to be tested?	
P	PLAN: Plan the steps to carry out the cycle. Plan for data collection. What is your prediction for the test?
D	DO: Carry out the plan. Document observations. Record data.
S	STUDY: Analyze the data. Compare results to predictions and pre-change data. Summarize what was learned.
A	ACT: Will you adopt, adapt or abandon the change? Why? Move on to next cycle.

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EVALUATION AND SUSTAINABILITY PLAN

Project Outcomes (complete when project is finished)	
1. What was the project end date ? (e.g., when you stopped making changes)	
2. What did you learn ? (e.g., what were some lessons learned? Any unexpected outcomes from your change efforts?)	
3. What was the financial impact of this change project? (e.g., Increased volunteer hours; Reduced staff time; etc.)	

Sustainability Plan	
A. Who is the sustain leader ?	
B. What changes do you want to sustain ?	
C. What sustain steps are being taken to ensure that the changes stay in place and that it is not possible to revert back to the old way of doing things?	
D. What is the target sustain measure ? (i.e., if data drops below this point, the Change Team will intervene to get things back on track.)	
E. What system is in place to effectively monitor the sustain measure ?	

Additional Notes: