***QI Project Charter Template***

*Adapted from Advanced Standards for Quality Improvement Reporting Excellence –* [*SQUIRE 2.0*](http://squire.citysoft.org/index.cfm?fuseaction=page.viewPage&pageID=471&nodeID=1#intro)

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| --- | --- |
| **Project Title:** |  |
| **Project Leader:** |  |
| **Key Personnel:** |  |
| **Performance Sites:** | List all the sites where the project will be conducted. |
| **Project Duration:** |  |

*Please delete text in blue italics and any sections that are not applicable to your project before submitting the charter. It is not mandatory to use this template for a QI Project Charter, however, a QI Project Charter should include all the information recommended by SQUIRE 2.0)*

**General Information**

*A brief description of the project.*

**Problem Statement**

*Describe in a few sentences the problem that this project aims to improve. Describe the nature and significance of the problem. Provide a summary of what is currently known about the problem, including relevant previous projects.*

**Rationale**

*Describe any informal or formal frameworks, models, concepts, and/or theories used to explain the problem, any reasons or assumptions that were used to develop the intervention(s), and reasons why the intervention(s) was expected to work.*

**Objectives or Goals**

*Please state the primary and secondary objectives of this project. Include statement of aim e.g., to assess, to determine, to compare, to evaluate and method of assessing how the objective is met, i.e., the project outcome measure.*

**Project Design**

*Provide a description of the design of the project. Provide a description of the intervention in sufficient detail. Clearly state the expected duration of project. Include a specific statement of the primary and secondary outcomes to be measured during the project (must be consistent with Project Objectives).*

**Population**

*Describe the population who will receive the project intervention. Include a discussion of selection of the project population and inclusion/exclusion criteria. Describe the recruitment strategy (if applicable).*

**Procedures**

*Specify the type of information that will be gathered, along with the means for collecting and recording it.*  *If data is going to be stored, describe the plans for storage, duration of storage and procedure to maintain confidentiality.*

**Risks and Benefits**

*Describe and assess any risks and asses the likelihood and seriousness of such risks. Consider any potential benefits including potential benefits for individual participants. Consider potential harms particularly associated with efforts to improve the quality, safety, and value of healthcare services include opportunity costs, invasion of privacy, and staff distress resulting from disclosure of poor performance. Describe plans for identifying, managing and reporting any unanticipated problems.*

**Data Confidentiality**

*If the project includes protected health information, describe the plan to protect data confidentiality.*

**Statistics**

*Describe the qualitative and quantitative methods used to draw inferences from the data. Outline the methods for understanding variation within the data, including effects of time as a variable.*

**Ethics**

*Ethical aspects of implementing and studying the intervention(s) and how they were addressed including, but not limited to, formal ethics review and potential conflict(s) of interest. Describe the consent process, if any.*

**Post Project Plan**

*Describe plans for implementation of recommendation from the QI project at this institution.*

*Describe plans for publication and/or dissemination of the results of the project. Confirm that this project will not be described as ‘research’ in publications or other disseminations.*

**References**

*List references relevant to the project.*

**ATTACHMENTS (when applicable)**

1. Schematic of Project Design
2. Consent Document
3. Data Collection Forms
4. Surveys and Questionnaires