**PROJECT NAME**

Rev. MM/DD/YYYY

**AIM**

How good? For whom? By when? 1-2 sentences

**EXAMPLE AIM STATEMENTS**

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**PROBLEM**

What is the problem? What happens, when, how often/how much, to whom does it happen? 2-3 sentences

**IMPORTANCE**

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Why is this project important? How will the improvement benefit patients? What is the potential downside of this effort for patients? What background information (data/analysis/literature) supports the choice of this effort? What area or organizational goals does this project align with/support? 4-5 sentences

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**EXPECTED OUTCOMES**

Specific objectives and numerical targets. Anticipated products, tools and deliverables (e.g., checklist, clinical pathway, etc.).

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**MEASURES**

Brief measure descriptions summarized from more detailed measures table. Include outcome (1-2), process (2-5) and balancing (1-2) measures.

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**RISKS/BARRIERS**

What are the major challenges you anticipate? IT? Attitudes? Behaviors? Culture? Time?

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**STAKEHOLDERS**

Who are the key stakeholders in the planned changes? How will you incorporate inter professional and multidisciplinary input? How will you incorporate patients and families’ perspectives?

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**SCOPE**

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| **In Scope:** | **Out of Scope:** |
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**SCHEDULE**

Key dates (project kickoff, milestones, etc.) summarized from detailed project timeline.

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**PROJECT TEAM**

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| **Team Member** | **Project Role (sponsor, lead, SME, coordinator, etc.)** |
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