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| **AIM** | |
| *How good? For whom? By when? 1-2 sentences*  *EXAMPLE AIM STATEMENTS* | |
| **PROBLEM** | |
| *What is the problem? What happens, when, how often/how much, to whom does it happen? 2-3 sentences* | |
| **IMPORTANCE** | |
| *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* | |
| **EXPECTED OUTCOMES** | |
| *Specific objectives and numerical targets. Anticipated products, tools and deliverables (e.g., checklist, clinical pathway, etc.).* | |
| **MEASURES** | |
| *Brief measure descriptions summarized from more detailed measures table. Include outcome (1-2), process (2-5) and balancing (1-2) measures.* | |
| **RISKS/BARRIERS** | |
| *What are the major challenges you anticipate? IT? Attitudes? Behaviors? Culture? Time?* | |
| **STAKEHOLDERS** | |
| *Who are the key stakeholders in the planned changes? How will you incorporate interprofessional and multidisciplinary input? How will you incorporate patients’ and families’ perspectives?* | |
| **SCOPE** | |
| In Scope: | Out of Scope: |
|  |  |
| **SCHEDULE** | |
| *Key dates (project kickoff, milestones, etc.) summarized from detailed project timeline.* | |
| **PROJECT TEAM** | |
| Team Member | Project Role *(sponsor, lead, SME, coordinator, etc.)* |
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