

Email to Don@Holloway.org by January 5, 2007. Include "PI 101" in the subject field.

PI 101 Project Charter

Name of Organization:	
Name of Change Leader: (print)	
Change leader's email address:	
Change leader's phone number:	
Name of Project:	

What's it like being our customer? Complete a walk through and provide two salient observations.	
Project aim: What are we trying to accomplish? For what subset of patients?	
Tracking Measure: How will we know a change is an improvement? Select one measure.	Baseline: Start collecting baseline data on the selected tracking measure as soon as possible so that comparisons can be made before and after a change.
Business Case for Project: What is the business case for the project?	

Change Team Members:

Add names of Change Team Members:

Signature of Executive Sponsor	
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