# Shared goals of care project charter

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| --- | --- | --- | --- |
| Organisation name |  | | |
| Date and version |  | | |
| Author |  | Executive sponsor |  |
| Project lead |  | Clinical lead |  |
| Clinical lead |  | Clinical lead |  |

## Purpose of the project charter

This charter describes the project to align with the shared goals of care principles and then prepare for and implement changes to the shared goals of care approach in name of hospital/s.

## How this project aligns to our aims and vision

*Briefly describe how this project is aligned to your organisation’s aims and vision.*

## What we aim to accomplish with this project

*Describe what you aim to accomplish from this project in your hospital(s). The aim statement should be specific, measurable, attainable, relevant and time-bound. Appendix 1 provides space for your driver diagram.*

## Project scope

This section sets out the boundaries of the project. *Describe the scope of this project and anything that is outside of the project scope.*

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| **Areas within scope** | **Areas outside scope** |
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## Stage one: Approach to aligning with the shared goals of care principles

*Give a brief outline of what you will be doing to understand how the current approach is working and the process that will be used to align with the shared goals of care principles.*

## Stage two: Approach to preparing and implementing changes to our shared goals of care

*Give a brief outline of what you will be implementing, where and when. This is where you identify how you will be doing your testing prior to wider hospital implementation.*

## How we will know we have been successful

*Set out the measurement plan for your project by identifying outcome, process and balance measures, and how they will be calculated and collected.*

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| **Outcome measures\*** | **How to calculate** | **Guidance for data collection and reporting** |
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| **Process measures**\*\* |  |  |
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| **Balance measures**\*\*\* |  |  |
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\* Outcome measures are used to measure the performance of the system; they relate directly to the aim of the project and provide evidence that changes made are having an impact at the system level.

\*\* Process measures are used to measure whether an activity has been accomplished and can be leading indications of whether the project is likely to impact the outcome measure.

\*\*\*Balance measures monitor whether the project has any unintended consequences.

## How we will ensure sustainability

*We suggest using the UK National Health Service’s sustainability model[[1]](#footnote-1) to guide your planning. Describe what you will do to ensure the new system is sustainable.*

## Shared goals of care project team roles and responsibilities

*Form a multidisciplinary project team. Identify who the team members are and their roles and responsibilities. The table below gives examples of roles. Also identify how frequently the team will meet.*

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| **Roles** | **Name** | **Responsibilities** |
| Executive sponsor |  |  |
| Project lead |  |  |
| Clinical lead medicine |  |  |
| Clinical lead nursing |  |  |
| Māori health outcomes |  |  |
| Charge nurse manager |  |  |
| Medical staff educator |  |  |
| Nursing educator |  |  |
| Advance care planning facilitator |  |  |
| Serious illness conversation guide trainer |  |  |
| Consumer |  |  |
| Quality improvement advisor |  |  |
| Data collector/auditor |  |  |
| Administrator |  |  |

## Project oversight

*Describe which group the project team will report progress to and where the team will escalate concerns and issues to for resolution.*

## Risks and issues

*List any potential risks and known issues (this includes opportunities and challenges) for this project and how you will manage them.*

## Stakeholder engagement

*A stakeholder is a person, group or organisation that has interest in and influence on this project. Stakeholders might be affected by the actions, objectives or outcome of the project. Use the separate* ***stakeholder assessment template*** *to identify stakeholders associated with the project. Briefly summarise your key stakeholders in the template and describe how you will engage with them, and who will be responsible for doing this and when.*

## Milestones and activities

*List the project’s milestones and key activities, the timeframe for each one and who will be responsible for them.*

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| **Milestones and key activities** | **Start date** | **End date** | **Who** |
| **Plan your project** | | | |
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| **Checkpoint review**: are we ready to move to next stage? |  |  |  |

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| **Prepare what you will do and how you will do it** | | | |
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| **Checkpoint review**: are we ready to move to next stage? |  |  |  |
| **Do small scale test of the shared goals of care approach** | | | |
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| **Checkpoint review**: are we ready to move to the next stage? |  |  |  |
| **Prepare for spread and implementation** | | | |
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| **Checkpoint review**: are we ready to launch? |  |  |  |
| **Implement** | | | |
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## Appendix 1: Driver diagram

Work with your quality improvement advisor to develop a driver diagram for your project.

1. NHS Institute for Innovation and Improvement. 2010. *Sustainability Model and Guide*. Coventry: University of Warwick. URL: <http://webarchive.nationalarchives.gov.uk/20160805122021/http://www.nhsiq.nhs.uk/media/2757778/nhs_sustainability_model_-_february_2010_1_.pdf> (accessed 13 February 2019). [↑](#footnote-ref-1)