**TIPQIC 2.0 - Project Charter - Feedback Template**

**Rubric Dimensions** (out of 6): Needs a minimum 3 out of 6 to be identified as COMPLETE

# Process Milestone:

Identifies the process milestone target for this project. If no target, then includes explanation with compelling rationale for why a process milestone was not chosen.

* Recommendations: Indicate specific process milestone.

Meets Criteria (1/1):

* I see the identified project name, facility, process, and milestone with enough detail.

Does Not Meet Criteria (0/1):

* I see XXX, but I do not see XXX.
* You did not specify the specific milestone that you are aiming to address with this project, e.g. "Adult AOC 3: Implement a process for screening for health-related social needs (HRSN) and connecting members seen to CBOs to address individual social needs.

# **Project Description:**

Includes a brief description of the project. Describes purpose for conducting the project. Describes what is expected to result from the project.

* Recommendations: Add background. Add quantifiable goals/targets.

Meets Criteria (1/1):

* I see a clear project description and purpose statement with enough detail.
* I see an aim/purpose statement for the project. The purpose is clearly stated and is to XXX. For future projects, I recommend adding a little background on the project (i.e. any previous SDOH screening).

Does Not Meet Criteria (0/1):

* I do not see enough detail about the project description and purpose statement.
* I see a project name and process. I see some information on project purpose. However, I recommend more detail on the background of the project (i.e. past screening, if any) and a clear purpose statement.
* I see some project description, but no purpose statement.

# **Project Overview:**

Describes problem or performance gap with descriptions of impact on staff and/or patients. Describes the desired outcome(s) of the project. Identifies expected benefits.

* Recommendations: Clearly identify the outcome with a target.

Meets Criteria (1/1):

* I see a detailed problem summary with appropriate desired outcome(s) and expected benefits.
* I see details on problem summary, desired outcomes, and benefits. For future submissions, I recommend reporting problems unique to your facility and including quantitative desired outcomes (i.e. screen 80% of all new patient visits).

Does Not Meet Criteria (0/1):

* I do not see enough detail on problem summary, desired outcomes, and benefits.

# **Timeline (1/1):**

Lists each key task and planned completion dates.

Meets Criteria (1/1):

* I see feasible and appropriate steps related to the project aim with specific due dates. Good work!

Does Not Meet Criteria (0/1):

* I do not see any details on project steps or due dates.
* I see a mix of project and process steps and reasonable due dates. The timeline should show tasks for the project and not process steps. For example, include tasks to create a process map, to train staff in the new screening protocol, and a task to develop a monitoring plan.

# Project Scope (1/1):

Explains objectives that are in scope. Generally, describes objectives that are out of scope.

Meets Criteria (1/1):

* The in-scope objectives are appropriate. The out of scope objective does not fit; it should be an objective or activity that is peripheral but clearly out of the focus of the project (i.e. depression or cancer screening).
* I see clear scope objectives and a clear scope boundary.

Does Not Meet Criteria (0/1):

* I see a broad scope objective focused on improving quality of life. That objective is hard to measure and achieve in this project. I recommend a more focused objective like “To implement a new SDOH screening and referral protocol.”
* The scope objectives do not match the previously stated project purpose.

# Project Team (1/1):

Needs to identify: 1) Team Lead, 2) Project Champion, 3) Process Owner; 4) Process Manager; 5) Stakeholders; 6) Team Members.

* Grading Notes: Signatures are NOT required. One person could serve multiple roles, especially for the smaller facilities.

Meets Criteria (1/1):

* All project roles are filled with individual names. Good work!

Does Not Meet Criteria (0/1):

* The XXX is missing a name.
* I do not see any team member names.

# General Assignment Comments within Canvas

**COMPLETE: (3 or more out of 6)**

Insert Name: Thank you for the submission. This submission meets criteria for the Project Charter. Good work! Please see rubric feedback for specific comments. You do not need to resubmit.

The Project Charter will help structure and guide your implementation and improvement project. It is an important document that you can revise and update as the project moves along.

Insert Name: Thank you for the submission. This submission meets some of the criteria for the Project Charter. Good work! Please see rubric feedback for specific comments. You do not need to resubmit.

The Project Charter will help structure and guide your implementation and improvement project. It is an important document that you can revise and update as the project moves along.

**INCOMPLETE: (less than 3 out of 6)**

Insert Name: Thank you for the submission. This submission did not meet minimum criteria. Please see rubric feedback for specific comments. Please revise and resubmit no later than Date to receive credit for this submission. If you do not submit by Date, this submission will be considered incomplete.