

## Project Charter Assessment Tool

Group #								
Area for Assessment		Unacceptable	Poor	Fair	Average	Good	Excellent	Outstanding
<b>Part 1: Introduction &amp; Background</b>								
<ul style="list-style-type: none"> <li>Does this charter have a strong introduction that provides an overview of the problem and supporting information about the context of the problem?</li> <li>Is there sufficient reason for the effort?</li> <li>Does the proposal incorporate appropriate evidence to support ideas (i.e. research to support chosen intervention, educational needs assessments)?</li> </ul>		1	2	3	4	5	6	7
<b>Parts 2 &amp; 3: Quality Gap</b>								
<ul style="list-style-type: none"> <li>Is the quality gap defined using one or more of the 6 dimensions of quality? (safe, effective, efficient, equitable, timely, student-centered)</li> <li>Has the group clearly articulated why this quality gap is problematic?</li> </ul>		1	2	3	4	5	6	7
<b>Part 4: Model for Improvement I (Aim Statement)</b>								
<ul style="list-style-type: none"> <li>Do the charter include an aim statement that answers the questions “by how much?” and “by when?” (aim statements MUST have a direction of change, metric of change and stretch goal or timeframe)</li> </ul>		1	2	3	4	5	6	7
<b>Parts 5 &amp; 7: Model for Improvement III (Change) &amp; PDSA Cycles</b>								
<ul style="list-style-type: none"> <li>Does the proposed intervention appear to have the potential to improve the stated problem?</li> <li>Does the design and implementation of the intervention adhere to QI principles (i.e. small scale changes, PDSA cycles).</li> <li>Has this group planned multiple PDSA cycles and specified how they would collect ongoing feedback to improve the intervention and support spread and scale?</li> <li>Does the intervention align with guiding principles at this institution?</li> </ul>		1	2	3	4	5	6	7
<b>Part 6: Model for Improvement II (Measures)</b>								
<ul style="list-style-type: none"> <li>Does this charter include all 3 of the family of measures: outcome, process and balancing measures? Are they clearly specified?</li> <li>Has this group specified how they could tell if a change has led to an improvement?</li> </ul>		1	2	3	4	5	6	7
<b>Part 8: Anticipated Challenges</b>								
<ul style="list-style-type: none"> <li>Have they anticipated any problems or barriers to their proposed intervention?</li> <li>Have they thought of strategies to mitigate any barriers or problems?</li> </ul>		1	2	3	4	5	6	7
<b>Overall Assessment of Project Proposal</b>								
<ul style="list-style-type: none"> <li>Is the project charter well written at the level of a medical student?</li> <li>Does the proposal incorporate all the required elements and include an innovative intervention and design that would improve the quality of medical education at RCSI?</li> <li>Is the proposal strategically aligned with RCSI education principles? (i.e. student-driven, PBL, etc.)</li> </ul>		1	2	3	4	5	6	7

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Please provide some feedback about this project – these comments will be compiled and given to the students.

<b>General Feedback</b> <ul style="list-style-type: none"><li></li></ul>
<b>Strengths of Project Charter</b> <ul style="list-style-type: none"><li></li></ul>
<b>Areas for Improvement</b> <ul style="list-style-type: none"><li></li></ul>