|  |  |  |
| --- | --- | --- |
| **1. Project Information** | | **2. What process is this project trying to improve?** |
| Project Name: | *Provide a short yet descriptive name for the project* | *Explain the rationale behind the project, including*  *the problem or opportunity it addresses, and how*  *it aligns with your organisation’s strategic objectives* |

**Fellowship Project Charter**

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| --- | --- |
| **3. Why is this Project being undertaken?** | **4. Top 3 Goals of the project (Benefits)** |
|  | *Describe the expected benefits of the project, such as cost savings, increased efficiency, or improved patient satisfaction* |
| Goal 1 |
| Goal 2 |
| Goal 3 |

|  |  |  |
| --- | --- | --- |
| **5. Project Milestones** | | |
| *List the major milestones of the project, as well as their target dates* | | |
| **Phase** | **Milestone Date** | **Key Tasks Completed** |
| Empathise |  |  |
| Define |  |  |
| Ideate |  |  |
| Prototype |  |  |
| Test |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8. Team Members** | List the team members responsible for the project, including their roles and contact details | | |
| **Role** | **Name** | **Email** | **Phone** |
| Project Fellow |  |  |  |
| *Team Member 1* |  |  |  |
| *Team Member 2* |  |  |  |
| *Team Member 3* |  |  |  |
| *Team Member 4* |  |  |  |
| *Team Member 5* |  |  |  |

|  |  |  |
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| **9. Project Stakeholders**  Identify the main stakeholders involved in the project, including their roles, expectations, and specific requirements | | |
| **Role** | **Name** | **Expectations** |
| Project Sponsor | John Bryant | Risks and dependencies to be raised by project team to the Project Sponsor. |
| Project Mentor |  | Project mentor will support fellow throughout project life cycle |
| Project Coach | Sheetal Mistry | Insight Consultant will be available for drop in sessions  every 2 weeks for progress updates to be discussed and support as required. |

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| **5. Project Risks** |
| *Identify potential risks or obstacles that may impact the project, as well as any mitigation strategies* |
| Risk 1 |
| Risk 2 |
| Risk 3 |

|  |  |
| --- | --- |
| **10. Project Approval** |  |
| *Project approval section, with space for signatures from the project sponsor or other key stakeholders* | |
| Project Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_ |
| Additional Approvals (if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_ |