

QI on the CHIP: Project Charter Template

This project charter guides communities through a process to conduct a quality improvement (QI) project of a community health improvement plan (CHIP) priority area. This template pushes communities to frame QI around the root causes of health inequity and engage cross-sectoral partners and community members in the improvement process.

Part 1: Background and Context

What is the current situation?

1. CHIP Priority Area:

2. Problem Description: *Briefly describe why this CHIP priority was selected and what specific community health indicators you have that informed this. Identify the magnitude of the problem, the populations experiencing inequities and how they are being impacted.*

3. Social and Structural Determinants: *Identify and describe the specific social or structural determinants of health that are leading to the inequities described above. What historical context in the community sheds insights on the identified inequities?*

4. Current Systems and Processes: *Describe how the community, including your health department, is currently meeting the needs of the populations experiencing inequities relating to your CHIP priority. What are the systems and processes involved? When have they been effective and where do they fall short? **Provide any baseline data that may be available.***

5. Intervention Levels: *Describe how upstream your current efforts are. To what degree are current efforts to address these inequities changing the context within which those most impacted live? Are most interventions treating the health problem at the individual level versus the systems level, preventing inequities by making social or structural level changes at the community or societal levels?*

How will you know that a change is an improvement?

8. Outcome Measures: *List the outcome measures that you ultimately want to affect as a result of this project.*

9. Aim Statement: *What short-term outcome, in measurable terms, are you hoping to accomplish? Specify how much, for whom, and by when.*

What changes can we make to improve?

10. Stakeholder Needs: *Who are the various stakeholders that could be impacted by this project and what are their specific needs? These could include Team Members listed above, as well as others.*

Stakeholder	Needs

11. Drivers/Root Causes: *List what could be the root causes of the problem you are trying to solve through this project.*

12. Change Ideas: *What are potential change ideas that you might test to address the root causes and ultimately impact the outcome identified in your Aim statement?*

13. Process Metrics: *What process metrics will help to understand how well the change is being implemented and to what degree it is leading to a change in outcomes?*

14. Balance Metrics: *What balance metrics will help to understand whether the change is having unintended consequences in other parts of the system?*