



# Business Initiative Charter Facilitators Guide

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## HOW YOU USE IT

**Step 1: Project Objectives:** Document high level objectives of the project.

**Step 2: In Scope:** Define key areas that fall into the project scope and need to be clearly outlined.

**Step 3: Out of Scope:** Specifically call out any areas that are not to be included and will fall outside of the scope.

**Step 4: High Level Activities:** List out key project tasks, owners, and due dates.

**Step 5: Key Deliverables:** List out key project deliverables, owners, and due dates.

**Step 6: Measure of Success:** What does project success look like? How will project success be measured?

**Step 7: Critical Success Factors:** What key items are critical to ensure project success? What dependencies exist?

**Step 8: Key Stakeholders:** Who are the key stakeholders, project team members, sponsors, customers, partners?



# Business Initiative Charter

Project Objectives	High Level Activities			Measures of Success
•	Activity	Owner	Due	•
In Scope				Critical Success Factors
•	Key Deliverables			•
	Deliverable	Owner	Due	
Out of Scope				Key Stakeholders
•				•



# **Transforming Healthcare Organizations.**

Reaching the next level of success through efficiency, profitability,  
and quality patient care.