## QI TEAM CHARTER

<table>
<thead>
<tr>
<th>1. Team Name:</th>
<th>2. Version:</th>
<th>3. Subject (Target Area):</th>
</tr>
</thead>
</table>

4. Problem / Opportunity Statement:

5. Team Sponsor (Health Official): 6. Team Leader & Scribe:

7. Team Members: Role:

8. Process Improvement Area:

9. Initial Aim Statement:

10. Revised Aim Statement (s):

11. Scope (Boundaries)/Team Authority:


14. Success Measures (What does success look like?):

15. Considerations (Assumptions / Constraints / Obstacles):

16. PDSA Timeline:
   - Plan
   - Do
   - Study
   - Act
   Date:

17. Meeting Frequency:

18. Communication Plan (Who, How, and When):

19. Stakeholders (Internal and External):

20. Improvement Theories (If...Then):
   - If
   - Then
   - If
   - Then