**MQii Learning Collaborative 2.0 QI Implementation Project Charter**

**Document Purpose:**

1. Document your QI Focus area and identify improvement goals
2. Organize your project team and confirm roles and responsibilities for implementation activities
3. Outline an intervention to achieve your QI Focus goals
4. Document an approach for monitoring change in your hospital during implementation

**Instructions:**

1. Review guidance in the “Implementation Roadmap”
2. Use the output of completing the “Implementation Roadmap” to guide completion of this document
3. Delete instructions and examples included within each section in orange text and replace with content
4. Circulate document to team members for signature, as desired
5. Recommended: Provide document to your hospital leadership for input

**Time:**

Please allow between 45-minutes to 1 hour to complete this document, depending on your intervention.

**Best-practice:**

This document is intended to be a planning tool, however, we encourage sites to continuously review and update this document throughout implementation to prevent activities from going outside of the team and leadership, and approved scope. This should be completed and reviewed as a team, depending on team structure and staff schedules. Often, it may be easier for the project champion/manager to complete this document and then circulate it to the team for comment. When identifying team members and assigning roles and responsibilities consider including a team member to serve at the Sustainability Team Project Manager.[[1]](#footnote-1) Also, when finalizing your implementation approach in the Charter consider resources needed to sustain the effort in the long-term, (i.e. revisions to existing policy, revisions to new employee training materials, and /or revisions to staff annual training materials) and take steps as needed during implementation to ensure these resources are available when your team is ready to develop your Sustainability Plan in the Post-Implementation phase.

**Key Terms:**

**QI Focus:** The area of the malnutrition care workflow that your site will focus its improvement, such as Screening, Assessment, Diagnosis, Care Plan, Intervention Implementation, or Discharge Planning.

**QI Intervention:** A strategy to bring about desired change (i.e. education of staff, change the build in your EHR, a process change, a documentation change, etc.).

**Quality Indicators:** Quality measures, or metrics, developed by your team (ideally in partnership with your QI department) or pulled from the MQii Toolkit to monitor the impact of your intervention implementation that makes use of readily available hospital inpatient administrative data.

\*Please add additional rows as needed

1. The Sustainability Team Project Manager is responsible for ensuring the Sustainability Plan (developed during Post-Implementation) is implemented. It is recommended that this person be someone other than the Project Champion to ensure full attention is given to the act of implementing the sustainability plan. [↑](#footnote-ref-1)