

 **Tool 1.1b: PROJECT CHARTER TEMPLATE**

**Section in Planner: Phase 1, Step 1 (1.1b)**

**Why is this important?**

Building a successful community-based exercise program requires good leadership, effective community partnerships, and terms of reference that everyone understands and shares. A project charter is a *working agreement* that helps team members stay focused on goals, clarifies commitments, roles, responsibilities, and assists the team to make and document critical planning decisions.

**How to use this tool:**

In the first ‘Call to Action’ step of the planning process, you begin to determine how your planning team, whether large or small, will be organized. Key considerations are included in the template; it can start simply and evolve over time. A sample agreement is provided. Use and adapt this template to suit your own setting and circumstances, as needed.

**User Comments:**

*“The project charter is important to outline expectations and commitments and to be clear about who is there and what each person contributes.”* (Project lead)

*“I could have delegated more … I’ll just do most of the work because it was almost like a fear if I put more work on other people they wouldn’t want to be involved, so I thought I’ll just do most of the work.”* (Physiotherapist)

*“I think this tool in the planner talks about the whole idea around decision making and consensus building from the start. And I think that if some of that would have been established from the very beginning, we may have had a better opportunity to keep the program going into the future having that direction and connection with the partner as opposed to kind of somebody in the middle playing point for both groups.”* (Program manager)

## Phase 1, Step 1: Project Charter Template

|  |
| --- |
| **Title of Project**  |
| **Introduction:** (brief overview/background) |
| **Purpose:** (brief outline) |
| * Aims and objectives
* Scope of work to be completed
* Anticipated timeline
 |
| **Project Committee/ membership**: |
| * Steering Committee or Executive\*
* Task Force or subcommittees\*
* How membership is constituted

*\*Include people with stroke, caregivers, and family members in all committees* |
| **Project Committee Terms of Reference** (key working agreements): |
| * Location, means, and frequency of meetings; availability and commitment of members to meet and/or to review findings or reports
* How decisions will be made, how consensus will be achieved, and how decisions are reported
* Designated roles and responsibilities, including signing authorities, communications, project documentation and meeting notes
* Statement of disclosures, e.g. possible relationships with corporations whose products or services are related to the proposed program. Financial interests or relationships, ownership, employment, contractual, creditor or consultative relationships that may require disclosure.
* Management of meeting costs (e.g. travel, accommodation, parking, supplies, out of pocket expenses); potential compensation (e.g. possible advisory committee stipends or gifts, training, administrative or consulting fees); costs associated with production, distribution, translation, and implementation of program materials, etc.
 |
| **Acknowledgement of Partners/Sponsorships /Funding:** |

# PHASE 1 Step 1: Project Charter SAMPLE

*Note: this sample is provided with permission from the study participant. Names of people, organizations, and places have been removed.*

**Title: Community-Based Stroke Exercise Program for [Name of community]**

**Introduction:** Determining the need and feasibility of a community-based exercise program for individuals who have experienced a stroke. Working with community partners, healthcare, and individuals/families to develop a plan for implementation.

**Purpose:**

* Investigate need and feasibility by retrieving numbers of strokes discharged to the community in [Name of community]
* Discuss barriers and work through possible solutions
* Complete training of those who will be implementing program
* To begin exercise program within the next year depending on COVID-19 restrictions

**Project Team membership**:

* Chair
* [Name of municipality] Recreation Staff
* [Name of health authority] Physiotherapists
* Individual who has had stroke or caregiver

**Project Team Terms of Reference**:

* Meet through teleconference once per month. Will determine objectives and tasks to be completed after each meeting and report findings at subsequent meeting.
* Chair to be primary decision maker on program specifics in conjunction with [Name of health authority] Management. [Name of municipality] staff to make decisions regarding staff personnel and payment options in conjunction with [Name of municipality] regulations.
	+ Chair (in this case, position held by trainer and consulting therapist for program).
	+ Contacts for [Name of municipality], in charge of running program, taking payment as necessary, ensuring safety in facility, and organizing personnel to implement program, screening participants.
	+ Physiotherapy consultants for inpatient and referral sources.
* No conflicts of interest present.
* Management of meeting costs to be accounted for individually – no funding source available for these costs at this time.

**Acknowledgement of Partners/Sponsorships /Funding:**

[Name of health authority] and [Name of municipality] personnel provided. No other sources of funding provided at this time.