

# Project Brief Template

This template has been developed to guide your practice in undertaking quality improvement (QI) activities in relation to the implementation of the WAPHA SHAPE, Healthy Weight Initiative. For some ideas to get your practice started, refer to the example project brief available on the SHAPE website.

PROJECT BACKGROUND	
Project title	
Project aim	
Project background	Brief outline of the project, consider including the problem or practice gap.
Project benefits	
Project objectives	Use SMART objectives: Specific, Measurable, Achievable, Relevant, Timely.

PROJECT SCOPE	
Organisation context	Why is the project important for the organisation? This may mirror the overall aim of the project.
Project will include	
Project will not include	
Project deliverables	What you will deliver at the end of the project. E.g. education program, policy, risk assessment, management pathway or improved awareness.
Success criteria	The success criteria must be specific and measurable. E.g. audit data, education session attendance or policy update.
Resources	What are the resources required to undertake the project?
Linkages	Are there opportunities for this project to gain leverage from or provide support to other safety and quality projects already underway?

RISK PLAN	
Assumptions	Project assumptions include circumstances and events that need to occur for project success but are outside the total control of the project team.
Constraints	Project constraints are aspects about the project that cannot be changed and are limiting in nature. What are the actions required to mitigate the risk based on assumptions?
IMPLEMENTATION ACTION PLAN	
Work breakdown	
Timeframe/milestones	

PROJECT TEAM ROLES	
Executive sponsor	
Clinical lead	
Project team members	
REVIEW PROCESS	
Process and timeframe	