

# Project Plan Template

Adapted from: National Organ Donation Collaborative, National Institute for Clinical Studies (NICS)

PROJECT BACKGROUND	
<i>This page to be completed by the Project management team on behalf of the teams</i>	
<b>Project Title:</b> <i>Provide a succinct title for the project</i>	
<b>Project Aim:</b> <i>Overall aim of the project</i>	<i>Key message – to improve clinical handover practices by implementing a standardised process for handover.</i>
<b>Project Background:</b> <i>Brief outline of the project, consider including the problem or practice gap</i>	
<b>Project Benefits:</b> <i>Outline the benefits of standardised clinical handover to the organisation in terms of time, money, resources</i>	<i>This Project will result in the following outcomes:</i> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Project Objectives:</b> <i>NOTE: use SMART objectives</i> <ul style="list-style-type: none"><li>• <i>Specific</i></li><li>• <i>Measurable</i></li><li>• <i>Achievable</i></li><li>• <i>Relevant</i></li><li>• <i>Timely</i></li></ul>	<i>The overarching project objectives are:</i> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
SCOPE OF THE PROJECT IN YOUR HEALTH SERVICE	
<i>Insert organisation name here</i> <i>The following section of the project planning document is specific to each team.</i>	
<b>Organisational Context</b> <i>Why is the project important for your organisation or health service? The objective may mirror the overall aim of the project from page 1- the intention is to localise the objective to be relevant for participants and project team.</i>	<i>Short brief statements with outcomes that creates the common goal</i>
<b>This project will include:</b>	<b>This project will not include:</b>
<i>e.g. which wards, clinical units or departments ill be included in implementation or will it be an all of organisation approach? Think</i>	<i>What is out of scope – consider activities that may be peripheral to the project, possibly nice to do but not core to the project aims</i>