



Name of Organization:

APPENDIX - E  
Change Project Form

PROJECT CHARTER

1. CHANGE PROJECT TITLE	
2. What are you trying to accomplish what AIM will the Change Project address? Write a brief summary  What is your Aim Statement?  Include baseline data and target goal Example: Reduce the average time it takes to run a mile by 20% from 10 minutes to 8 minutes by February 1, 2012	Reduce/increase(choose one) _____ by (%) _____ from(baseline) _____ to(goal) _____ by (completion date) _____
3. LOCATION(specify if you have more than one)	
4. START DATE and expected COMPLETION DATE	Start _____ End _____
5. LEVEL OF CARE or SERVICE if applicable	
6. What CUSTOMER POPULATION are you trying to help, e.g. customers in a specific program, age group etc?	
7. EXECUTIVE SPONSOR	
8. CHANGE LEADER Include mail address and telephone number	Name: _____ Telephone number: _____ Mailing address: _____
9. CHANGE TEAM MEMBERS/ROLE on the team	
10. How will you COLLECT DATA to measure the impact of change? Who will collect it?	
11. What is the expected IMPACT of this change project? Increase revenue or productivity, decrease expenses. How will the Executive Sponsor know?	



# Change Project Form

## RAPID CYCLE TESTING – (add more cycles as needed)

Rapid Cycle #:

Cycle Begin Date:

Cycle End Date:

What is the ideal/change to be tested?

**P** PLAN: What steps are you specifically making to test this idea/change? Who is responsible? How it will get done?

**D** DO: What steps **did** you implement? Document any problems and unexpected observations from the PLAN.

**S** STUDY: What were the results? How do they compare with baseline measure?

**A** ACT: What is your next step? Adopt? Adapt? Abandon? Why?

Rapid Cycle #:

Cycle Begin Date:

Cycle End Date:

What is the ideal/change to be tested?

**P** PLAN: What steps are you specifically making to test this idea/change? Who is responsible? How will it get done?

**D** DO: What steps did you implement? Document any problems and unexpected observations from the PLAN.

**S** STUDY: What were the results? How do they compare with baseline measure?

**A** ACT: What is your next step? Adopt? Adapt? Abandon? Why?



EVALUATION AND SUSTAIN PLAN

**Project Outcomes (only complete once the project is finished)**

1. What was the project <b>END DATE</b> (when you stopped making changes)?	
2. What did you <b>LEARN</b> (e.g., what were some unexpected outcomes or lessons learned from your change efforts)?	
3. What was the <b>FINANCIAL IMPACT</b> of this change project? (e.g. Increased revenue? Reduced costs? Increased staff retention?)	

**Sustainability Plan (only complete if you are sustaining the changes)**

A. Who is the <b>SUSTAIN LEADER</b> ?	
B. What <b>CHANGES</b> do you want <b>TO SUSTAIN</b> ?	
C. What <b>SUSTAIN STEPS</b> are being taken to ensure that the changes stay in place and that it is not possible to revert back to the old way of doing things?	
D. What is the <b>TARGET SUSTAIN MEASURE</b> , i.e. the point at which the Change Team would intervene to get the project back on track?	
E. What system is in place to effectively <b>MONITOR</b> the <b>SUSTAIN MEASURE</b> ?	

Additional Notes: