**Form 5E: Involvement in Quality Improvement – Creating the Project Charter**

# Credit value: 15 Credits per Charter. A Project Charter may only receive credit once in a CCP.

Issued: 2019

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| **NAME:** Name. | **CTFNno:** CTFNno. |

**DATE COMPLETED:** Click or tap to enter a date.

**NOTE**: The information provided should not exceed two pages.

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| **Name or Title of QI Project.** |
| **State the problem or issues, which led to the QI project.** |
| **State the QI project aim.** |
| **Describe the key measures for the project (outcome, process, balancing).**  *Outcome:*  *Process:*  *Balancing:* |
| **What was your role in the charter development?** |
| Copy of executive summary of the project charter in portfolio |

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| --- | --- | --- | --- | --- |
| Manager’s/Researcher’s Name: (print)  Manager’s Name. | | Manager’s/ Researcher’s Signature: | | Date:  Date |
| Phone #  Phone. | Email:  Email. | | CFTNno. (signing CDE® only)  CTFNno. | |

Another CDE® may sign **only** if the Manager/ Researcher’s is unavailable to sign. Signing CDE® must also indicate their CFTNno