**Appendix A:** Project Charter: Windsor-Essex Community Opioid Strategy

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| **Project Name:**  |
| **Project Lead:**  |
| **Pillar Working Group:**  |
| **Working Group Members:**  |
| **External Partners:**  |

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| **Project Goal and Rationale** |
| *Goals- High level outcomes that specify accomplishments to be achieved and the purpose of the project.* *Rationale- Underlying reason this project is being done and a brief description of evidence base.*  |
| **Goal:****Rationale:** |
| **Alignment with WECOS Action Plan** |
| *Identify which Recommendation this work supports.* |
|  |
| **Evaluation and Indicators of Success** |
| *Evaluation Plan- Measures used to determine if Activity Outcomes have been met.* |
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| **Project Activities/Details** | **Timeline** | **Person Responsible** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Resource Requirements** |
| *Indicate the major in-kind and financial resources contributed for this project. Additional lines can be added as needed.* |
| **Item** | **Partner** | **In-kind/Financial** | **Amount** |
|  |  |  |  |
| **Total:** |  |  |  |
| **CHARTER REVISION MANAGEMENT (Variance)** |
| **Date** | **Description of Revision** | **Revised By** | **Approved By** |
|  |  |  |  |
|  |  |  |  |
| **Additional Information** |
| *Identify any assumptions or potential risks, challenges, opportunities, etc.* |
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**Project Charter prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note: This Project Charter template has been adapted from the Project Charter for Small Projects document developed by the Project Management Centre of Excellence within Ontario Public Service.*