**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** | | |
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| **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.*