

Chiesi Inhaler Recycling Toolkit: Project Charter

We recommend that a project charter (also referred to as a project mandate or brief) is defined prior to the implementation of an inhaler recycling scheme.

The example below (figure 1) is taken from the National Health Service online library of Quality, Service Improvement and Redesign tools, available online from <https://www.england.nhs.uk/wp-content/uploads/2022/02/qsir-define-your-project>. This document also provides more general guidance in defining your project charter.

Figure 1 - Project brief template

Prepared by	Date	Executive sponsor
Project information		
Project aim		
Rationale	(Provide reason for the project. Identify the problem to be addressed.)	
Key area of focus		
Start date	Projected end date	
Project objectives (SMART)		
Statements of specific, measurable, achievable, relevant, timely outcomes		
Project scope – IN		Project scope – OUT

Benefit		Measure			Stakeholder	
What is the benefit?		What is the measure?			Who benefits?	
Milestone	Start out	Define and scope	Measure and understand	Design and plan	Pilot and implement	Sustain and share
Target completion date						
Project team		Role		Time committment		
Additional resource requirements:						
eg staff time, specialist/expert input, equipment and materials.						
Additional information:						