

## Charter Template

### CHARTER STATEMENT

A Charter serves to guide a working group by setting forth its aims and principles. Within *Promoting Excellence in End-of-Life Care* national peer-professional workgroups, the workgroup chairperson, a representative from the contracting institution, and the national program office's director and workgroup director, drafted the initial charter statement. The draft was then brought to the first workgroup meeting, during which members refined and finalized the document. Components of a charter include:

- **PROJECT DEFINITION**  
Describe the workgroup's project, including a definition of key terms, in three or four lines.
- **DESCRIPTION OF BENEFITS**  
Note all constituents and interest groups that benefit from the successful completion of the workgroup's project; and identify key benefits.
- **SUCCESS CRITERIA**  
Identify what success looks like including ideal outcomes and measurements.
- **SCOPE**  
Identify workgroup's range of activity to include starting and end points; clarify what falls within the project's purview relative to external parties.
- **PRIORITIES**  
Identify workgroup's priorities and objectives.
- **SYSTEM IMPLICATIONS**  
Consider how the workgroup's project fits into the bigger picture of palliative care and the field of medicine.
- **AUTHORITY AND RESPONSIBILITY**  
Clarify workgroup roles, decision-making processes, and participant responsibilities relative to the process and products.
- **TIMELINES, SPENDING LIMITS, AND CONSTRAINTS**  
Estimate timeline, key milestones, budget limits and other constraints.

*Promoting Excellence in End-of-Life Care* is a national program of the Robert Wood Johnson Foundation dedicated to long-term changes in health care institutions to substantially improve care for dying people and their families. Visit [www.PromotingExcellence.org](http://www.PromotingExcellence.org) for more resources.