FORM 2: PROJECT SPONSOR FORM

Project Sponsor Agreement (To be read and completed by the project sponsor)

Project Sponsor Expectations

The project sponsor is a key role for project success. In agreeing to be a project sponsor, s/he is committing to the following expectations:

- **Regularly communicates with the project lead.** While the project sponsor may not attend all team meetings, there should be a plan in place for keeping aware of progress and challenges. This is a shared responsibility between the participant and the sponsor.
- **Remove barriers and supports project progress.** The sponsor must actively work to remove project barriers and support project progress. This could include collaborating with other leaders, raising issues with senior leadership, or other approaches.
- **Allocate resources and link to supports.** As required, the sponsor will allocate resources (human, technical, financial) to support the project. This may include a measurement and data analysis specialist, quality improvement specialist, and/or patient and family-centred care (PFCC) specialist. (*see application guide for more info*).
- **Provides the participant with regular feedback.** Throughout the program, sponsors should be providing regular feedback to the participant on what is working well and areas for further development.
- **Attend the capstone workshop**. Sponsors are required to attend the capstone workshop.

PROJECT SPONSORS: Please review and check off each statement.

I have discussed the objectives of the Clinical Quality Improvement Program with the participant and we understand how it will support the organization's strategic needs.

I am committed to helping the participant identify a clinical problem that can be developed into an appropriately scoped improvement project.

I am committed to supporting this project as a sponsor.

I am committed to finding appropriate resources for this project where appropriate, such as a Patient Family Partner, continuous improvement or quality improvement specialist support, data analyst and measurement support, and access to software.

Project Sponsor Signature	
Sponsor Name	
Sponsor Title	
Sponsor Email	