

QUALITY IMPROVEMENT (QI) IN CLINICS PROJECT SPONSOR FORM

Project Sponsor Agreement

The project sponsor is a key role for project success. In agreeing to be a project sponsor, you are 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 participants 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 (See Program Guide for more information).
- Provides the participant with regular feedback. Throughout the program, sponsors should be providing regular feedback to participants on what is working well and areas for further development.
- Sponsors are required to attend the Capstone workshop.

Review & Check-off Each Statement

I have discussed the objectives of the Quality Improvement in Clinics Program with participants, and we understand how it will support our organization's strategic needs.

I am committed to supporting this project as a sponsor.

I am committed to helping program participants identify a problem within the clinic that can be developed into an appropriately scoped improvement project.

I am committed to finding appropriate resources for this project where appropriate.

Project Sponsor Name

Project Sponsor Title

Project Sponsor Email

Project Sponsor Signature