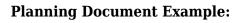
Project Plan Template
Adapted from: National Organ Donation Collaborative, National Institute for Clinical Studies (NICS)

PROJECT BACKGRO		
This page to be completed i	by the Project management team o	n behalf of the teams
Project Title:  Provide a succinct title for the project		
Project Aim: Overall aim of the project	Key message - to improve clinical han	dover practices by implementing a standardised process for hundoser.
Project Background: Brief eacline of the project, consider including the problem or practice gap		
Project Benefits:  Outline the benefits of standardised clinical handover to the organisation in terms of time, many, resources	This Project will result in the following  -	g onelcounter:
Project Objectives: NOTE: me SMART objections	The overarching project objectives are:	
Insert organisation nam	ECT IN YOUR HEALTH SE e here se project planning document is	
Organisational Context  Why is the project important for your organisation or health service? The objective may mirror the overall aim of the project from page 1- the intention is to bushes the objective to be relevant for participants and trained team.		
This project will include:		This project will not include:
e.g. which needs, clinical units or departments ill be included in implementation or will it be an all of organization approach? Think		What is not of scope - consider activities that may be peripheral to the project, possibly nice to do but not core to the project aims

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**G Psacharopoulos** 



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