**PROJECT SCOPE/ CHANGE BACKLOG - Template**

|  |
| --- |
| **Project Aim:** (What are we trying to accomplish?) |
| **Goal:** (SMART goal) |

|  |
| --- |
| **Project Constraints:** (What are the boundaries for this project?) |
| Budget:  Schedule:  Quality:  Other: (Policies, Regulations, Senior Management requirements) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation Measure** (use standardized data, easily obtainable if possible - examples include PQRS, NQF, CMS, IQR and or UDS measures) | | | | | |
| **Measure Identifier/Number** | **Description** | **Data Source** | **Target Performance** | **Current**  **Performance** | **Current Performance**  **Date** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Team** | | | |
| **Name** | **Title/Department** | **Role** | **Responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Possible Changes - Backlog**

|  |  |  |  |
| --- | --- | --- | --- |
| **Possible Change (process measures)** | **Priority ranking (low, medium, high)** | **Estimated Sprint Assignment** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |