

Project Charter (Sample)

Project Name	Standardization of Genetic Testing Prior Authorization		
Project Description	Develop a standardized prior authorization process that will decrease loss of revenue and increase patient satisfaction.		
Project Manager	Penny Teller	Date Approved	8/10/21
Project Sponsor	Simone Dollars (CFO)	Signature	
Problem Opportunity Statement		Expected Goals/Deliverables (Scope)	
<p>MUHC loses \$1 million annually using our current genetic testing prior authorization process. Standardizing the process will:</p> <ul style="list-style-type: none"> improve process workflow increase revenue decrease inconsistent processes throughout various departments improve patient lives 		Standardize the prior authorization process for genetic orders performed in 2 clinics to reduce the denial rate by 50%.	
		Partner with IT to design a new order and software process to streamline the workflow process for applicable employees.	
		Coordinate with lab company to mirror our processes with other organizations across the state.	
		Evaluate current contract with lab company to incorporate 3 rd party prior authorization responsibilities	
		Provide patients a more convenient method of lab testing	
Team Members			
Name	Role		
Penny Teller	Project Manager		
Sheldon Cooper	Functional Manager		
Amy Fowler	Team Member		
Leonard Hofstadter	Team Member		
Howard Wolowitz	Advisor		
Risks and Concerns		Milestones	
Multiple departments & outside resources complicate communication, control and coordination		9/2/2021	Project Kickoff
Data inconsistencies due to multiple lab vendors		11/1/2021	Business Requirements
Long duration of project (6 months)		1/3/2022	Development of process
Budget for project cannot exceed \$100,000		3/1/2022	Testing
Cerner approval of IT work devoted to project		4/1/2022	Pilot
		6/1/2022	Deployment