

Project Charter

A. General Information

Project Title:	<i>Emergency Preparedness North</i>		
Brief Project Description:	Collaboration among LCO Tribe, Bad River Tribe, Red Cliff Tribe and the county health departments of Iron, Taylor, Sawyer, Ashland, Bayfield, and Price to improve agency capabilities in public health preparedness		
Prepared By:			
Date:		Version:	

B. Project Objectives:

- Improve each agency's capabilities in public health preparedness
- Work collaboratively to close 3 gaps in 3 capability areas.
- Share resources, information and training for closing capability gaps for public health preparedness and meeting agency deliverables
- Increase awareness of regional resources and initiatives for public health preparedness
- Improve each agency's readiness for public health accreditation

C. Assumptions About Our Work Together

- Each agency will retain their PHP budget within their agency.
- Each agency will be responsible to the state for their deliverables and the reporting associated with those deliverables even though some of the deliverables will be met through shared workload.

D. Project Scope

Through the end of June 2015, LCO Tribe, Bad River Tribe, Red Cliff Tribe and the county health departments of Iron, Taylor, Sawyer, Ashland, Bayfield, and Price will work together to improve agency capabilities in public health preparedness by closing at least 3 gaps in 3 capability areas.

Emergency Preparedness North will meet monthly to develop priorities, assign tasks, assign responsibility for tasks, develop timelines and report on progress on assigned tasks.

Emergency Preparedness North will also conduct evaluation on how the collaborative is working together.

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Emergency Preparedness North will send collaborative members to represent the group at training. Training reporting will be a standing agenda item for all meetings. The collaborative will co-host training as needed.

Monthly meetings will occur at the Park Falls Public Library on the 2nd Tuesday of the month from 10:15 am – 12 noon or 1 pm. In the event of a weather cancellation, a teleconference or webinar service will be used. Each team member is expected to report on progress on their assigned tasks. Each team member is expected to follow timelines established by the group.

List any requirements that are specifically excluded from the scope.

Emergency Preparedness North is not responsible for an individual agency's deliverables.

E. Project Milestones

List the major milestones and deliverables of the project.

Milestones	Deliverables	Date
Develop project charter	Signed project charter	Dec 2014
Develop a collaborative evaluation.	Draft copy	Dec 2014
Mid-Year check-in	Report on task completion to date	Feb 2015
Complete an annual evaluation of the collaborative (impact, satisfaction with, etc.)	Evaluation developed, completed and analyzed	June 2015

F. Impact Statement

Potential Impact	Systems / Units Impacted
Close capability gaps	# gaps closed (quantitative) and perception of improved capability (qualitative)
Awareness of regional partnerships and initiatives to improve public health capacity in emergency preparedness	Awareness of regional partnerships for public health preparedness before and after
Awareness of regional resources for public health preparedness	Awareness of regional resources for public health preparedness before and after

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H. Resources

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

Resource	Constraints
Project Budget	\$0
In-kind staff resources/agency (FTE)	

I. Project Risks

Identify the high-level project risks and the strategies to mitigate them.

Risk	Mitigation Strategy

J. Success Measurements

Identify metric and target you are trying to achieve as a result of this project.

All agencies meet PHP deliverables in the next fiscal year.
 High degree of satisfaction with the arrangement.
 Tasks completed per plan.
 High level of attendance/participation by all agencies.
 Satisfactory evaluation results.

