# Project team terms of reference

**1. Background**

[Insert an overview of the project outcomes and partners etc].

**2. Purpose**

The purpose of the Project team is to own the project design and direct the work in conjunction with stakeholders and partner organisations. The aims of the project are:

[Taken from your project charter]

**3. Specific Responsibilities:**

[Insert here]

[Insert here]

[Insert here]

**Context of Project Board Working:**

[What will be the key drivers / evidence base for this programme? These could include NHS England licence criteria, CCG commissioning requirements or NICE recommendations.]

**4. Project Management**

[Who will manage the day to day project and to whom will they report. E.g. is there a Programme Board with terms of reference].

**5. Project Team Membership**

[The membership of the Project Team should include members who have an interest in the achievement of the outcomes along with authority to make decisions and commit resources].

|  |  |  |
| --- | --- | --- |
| *Name* | *Role* | *Name* |
|  | Project Executive Sponsor |  |
|  | Project Champion |  |
|  | Operational/ Project Leader |  |
|  | Technical expertise |  |
|  | Public contributor |  |

**6. Frequency and structure of meetings**

[How often will the Project Team meet?]

**7. Reporting Arrangements**

[To whom does the Project Team report and how often]

**8. Administration details**

[Administrative support will be provided by …]

[Project Support will be provided by the WEAHSN Patient Safety Team]

[Agenda and papers will be circulated at least five working days before meetings.]

[All correspondence will be via e-mail where possible.]

**9. Quorum**

[The group shall be ‘quorate; when [XXXX] members are in attendance or linked via conference / video link. There shall be at least XXXX representative from each trust at each meeting. This representative should be empowered to make relevant decisions on behalf of their organisation. ]

**10. Review**

[These Terms of Reference should be reviewed [insert frequency (XXXX weeks, XXXX months).]