



Project Planning Worksheet

Project Name:	Psychological Safety in the Workplace
Chair Person:	Rodica Pop
Committee Members:	
Purpose:	<p>The workgroup will develop tactics and tools to promote and encourage a culture where employees are willing to speak up and report safety issues without fear of retaliation</p>
Performance Gap:	<p>Disparity found between current situation and intended situation</p> <p><i>To Be Completed by Workgroup together</i></p>



Project Definition	
Goals/Aim:	<i>What are we trying to accomplish? Make sure your goal is- Specific, Measurable, Achievable, Relevant, Time-bound</i>
Scope:	<i>Please indicate the work you see as being included in the project and the work you see as being outside of this project.</i>
Process:	<i>Think about what activities, decisions and actions will need to be taken from the first meeting on to reach the project goal. Also think about who will need to own those actions and how they will be accomplished</i> <i>To Be Completed by Workgroup together</i>
Deliverables:	<i>What will this group produce based on stated goals and scope?</i>



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Washington Patient Safety Coalition's
Psychological Safety in the Workplace