Quality Improvement Project Documentation: Project Information

Project Title:		*Date:*	
Project Lead:			

Initial Source of Problem ID: *(Report Card/TA/Client Satisfaction Report/CQMC referral, etc.)*

Problem Definition : *(1) Basic problem statement; (2) Reason for the effort: why is this important? How will the improvement benefit the RWP? What data and analysis support this choice?*

Expected Results : *(1) List anticipated outcomes and success criteria; (2) Identify measures necessary to track progress of the improvement effort*

Initial Activities : *(1) Refine understanding of the problem using appropriate QI tool (A3, process map and driver diagram, root cause analysis, etc); (2) Identify and list resources needed to implement project (staff time, funding, etc.); (3) Identify project timeline, including anticipated PDSA cycles, for completion;*

Attach following documentation: Gantt Chart Project Timeline, Process Map, Driver Diagram, Root Cause Analysis, etc.

Quality Improvement Project Documentation: Project Plan

Project Title:		*Date:*
Project staff:		

Root Causes	Process Measure	Goal
(List root cause(s) you will be working on	*Identify intermediate measures that connect action on driver to meet goal*	*e.g. decrease % of clients lost to care in measurement period from X to Y*

Theory of Change : *State why you believe that actions on these specific drivers will result in achieving the stated goal*

Root Cause	Change Idea	Preparation Needed to Conduct Tests	PDSA Description

Quality Improvement Project Documentation: PDSA Cycle-Plan

Project Title: | **Date:**

Project Staff:

Objective:

Questions and Predictions: *(State the question(s) you want to answer and make a prediction about what will happen)*

Who? What? Where? When? *(Identify plan to test the change)*

Data Collection Plan: *(Identify needed data to measure the impact of the change and how this will be collected)*

Attach documentation where applicable: Run Chart/Control Chart of previous system performance

Quality Improvement Project Documentation: PDSA Cycle-Do

Project Title:	*Date:*
Project Staff:	

Run the test on a small scale *(Describe what happened, what data was collected, and what observations did you make)*

Quality Improvement Project Documentation: PDSA Cycle-Study

Project Title:	*Date:*
Project Staff:	

Study: *(Analyze the results and compare them to your predictions; summarize and reflect what was learned, and how this will be incorporated into the next PDSA cycle)*

Include project documentation: Run Chart

Quality Improvement Project Documentation: PDSA Cycle-Act

Project Title:	*Date:*	
Project Staff:		

Act: *(Based on what you learned from the test, make a plan for next steps; make a decision whether to adapt lessons learned to new PDSA cycle, adopt a new theory of change, or abandon the effort)*

Quality Improvement Project Documentation: End of Project Recommendations

Project Title:	*Date:*

Identify recommendations that will be forwarded to CQMC related to wider implementation of the invervention within the context of prioritization of QM activities in alignment with the CQM plan.