



## Quality Improvement Step By Step Project Planning Guide

### 1. Quality Improvement Opportunity Statement

*I'd like to:*

*Problem to be addressed:*

*Reason for the effort:*

*Expected outcomes/benefits:*

### 2. Aim Statement: What are we trying to accomplish? <SMART>

*How good?:*

*By when?:*

*For whom?:*

*Statement:*

SMART GOALS	
<b>S</b>	<b>SPECIFIC</b> State exactly what you want to accomplish.
<b>M</b>	<b>MEASURABLE</b> Use smaller, mini-goals to measure progress.
<b>A</b>	<b>ACHIEVABLE</b> Make your goal reasonable.
<b>R</b>	<b>REALISTIC</b> Set a goal that is relevant to your life.
<b>T</b>	<b>TIMELY</b> Give yourself time, but set a deadline.

### 3. Measures: How will we know a change is an improvement?

Outcome Measures *[Where are you ultimately trying to go?]*

1)

Process Measures *[Are you doing the right things to get there?]*

1)

2)

3)

Balancing Measures *[Are the changes you're making causing problems in other parts of the system?]*

1)

2)

### 4. Data Collection Plan:

*Who:*

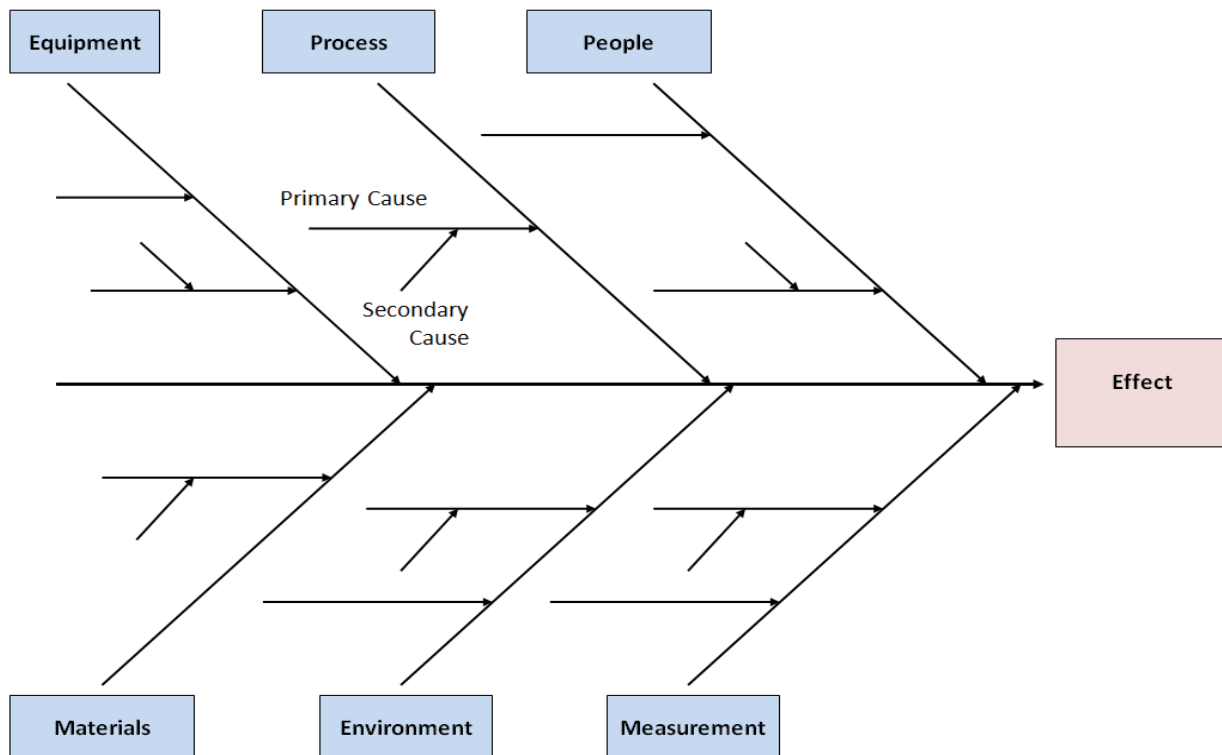
*How Often:*

*What:*

*How:*

**5. Changes to Test: What change can we make that will result in an improvement?**

*[What changes do we feel will result in an improvement and that we can track with data and match back up with our AIM?]*



**6. Forming Your Team:**

*[List Your Team Members]*

**7. Stakeholders and Permission: Complete the Following Chart**

	<b>Low interest/involvement in process</b>	<b>High interest/involvement in process</b>
<b>High power/influence</b>	<b>Satisfy:</b>	<b>Engage:</b>
<b>Low power/influence</b>	<b>Monitor:</b>	<b>Inform:</b>

	<b>Low interest/involvement in process</b>	<b>High interest/involvement in process</b>
<b>High power/influence</b>	<b>Satisfy:</b> Keep this group posted on important developments and make sure they are satisfied at the end of the project.	<b>Engage:</b> Keep this group fully engaged from the start. They will be instrumental in making your project a success.
<b>Low power/influence</b>	<b>Monitor:</b> Keep an eye on this group, but realize that your time and resources might limit your interactions with it.	<b>Inform:</b> Keep this group well- informed throughout the process, as they will be affected just as much as the group above.