



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	
S	SPECIFIC State exactly what you want to accomplish.
M	MEASURABLE Use smaller, mini-goals to measure progress.
A	ACHIEVABLE Make your goal reasonable.
R	REALISTIC Set a goal that is relevant to your life.
T	TIMELY 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:

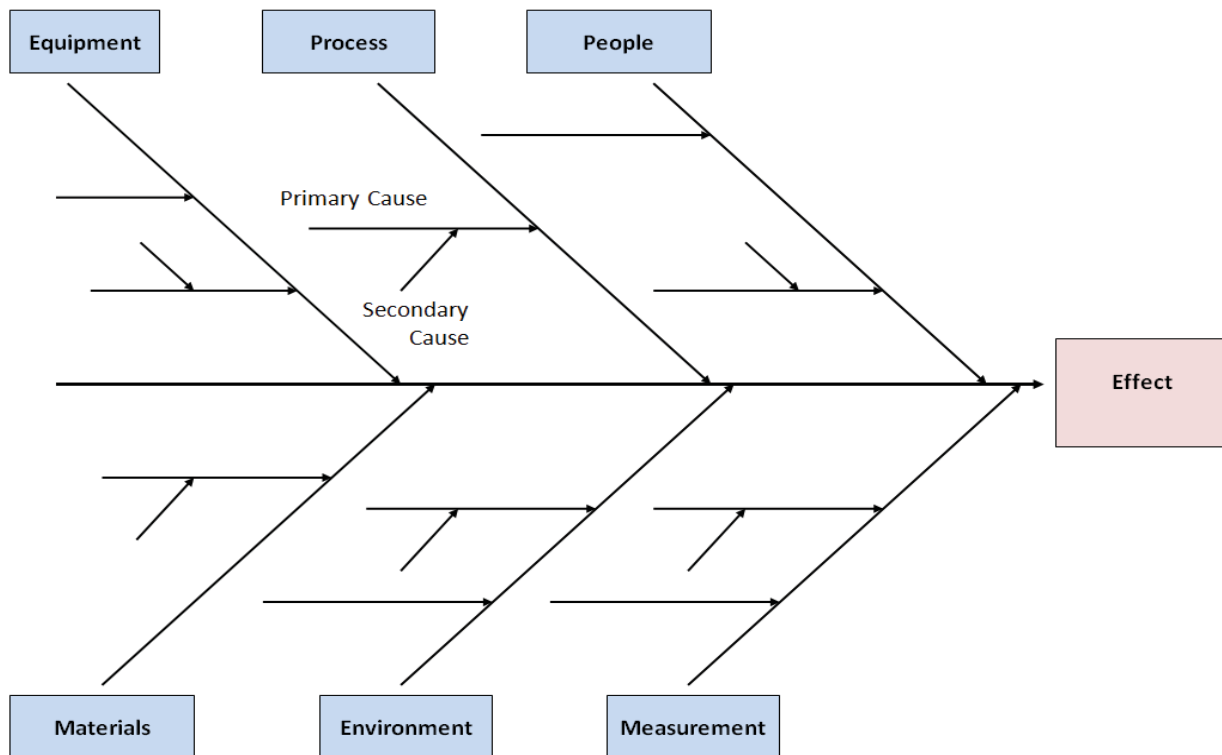
How Often:

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

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

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