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| **Project Overview** | | | |
| **Problem Statement**: | | | |
| **Goal**: | | | |
| **Scope**: | | | |
| **Deliverable(s)**: | | | |
| **Resources Required**: | | | |
| **Key Metrics** | **Milestones** | | |
| **Outcome Metrics:** | **Milestone / Description:** | | **Date (mm/yy):** |
| **Process Metrics:** |
| **Team Members** | | | |
| **Exec Sponsor**: | | **Clinical Sponsor**: | |
| **Sponsor**: | | **Process Owner**: | |
| **Project Leader**: | | **Team Members**: | |

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| **Project Overview** | | | |
| **Problem Statement**:  “What is wrong with our current process? Why do we care?”   * create a statement that is specific, measurable, and relevant; include data or use placeholders until you get the data | | | |
| **Goal**:  “What specifically do we want to achieve as measured by X, and when do we want to achieve it?   * e.g., “Reduce LOS by 0.5 days for elective EVAR patients by the 4th quarter.” | | | |
| **Scope**:  “For this project: (1) What areas will we improve and over what time period will we do the improvement? (2) What are the limitations of resources?)”   * e.g., “This project will include Surgical units, not Medicine units, for the first two quarters of the fiscal year.” | | | |
| **Deliverable(s)**:  “What new processes will we deliver in order to achieve our goals?” | | | |
| **Resources Required**:  “What people, materials, and/or finances will be needed to conduct the project? Who must be kept informed?” | | | |
| **Key Metrics** | **Milestones** | | |
| **Outcome Metrics:**  “How will you know the project is successful?”  e.g., LOS, surgical site infections | **Milestone / Description:**  Complete ‘QI Project Overview’  Confirm baseline outcome metric  Identify root cause / hypothesis  Identify potential improvement(s)  Implement improvement(s)  Evaluate progress & confirm action plan | | **Date:**  Month 1  Month 2  Month 3  Month 4  Month 4-5  Month 6 |
| **Process Metrics:**  “How will you ensure the interventions you implement are being completed?”  e.g., % pts on progressive care unit, % discharged patients on statins and anti-platelets Rx |
| **Team Members** | | | |
| **Exec Sponsor**: | | **Clinical Sponsor**: | |
| **Sponsor**: | | **Process Owner**: | |
| **Project Leader**: | | **Team Members**: | |

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|  |  | ***Planned*** | | |  |  |  |
| **Task Name** | **Responsible** | **Start Finish Duration Date Date (wks)** | | | **Actual Actual Start Finish** | | **% Complete** |
| **Initiate Project** |  | **0.0** | | |  | | **0%** |
| Draft charter |  |  |  | 0.0 |  |  | 100% |
| Interview stakeholders to understand process/issues |  |  |  | 0.0 |  |  | 0% |
| Identify team members and process owners |  |  |  | 0.0 |  |  | 0% |
| Define meeting schedule (team, process owner, sponsor, exec) |  |  |  | 0.0 |  |  | 0% |
| Hold project kickoff |  |  |  | 0.0 |  |  | 0% |
| Confirm charter |  |  |  | 0.0 |  |  | 0% |
| **Confirm Baseline** |  | **0.0** | | |  | | **0%** |
| Identify metrics needed |  |  |  | 0.0 |  |  | 0% |
| Create data collection plan for needed metrics |  |  |  | 0.0 |  |  | 0% |
| Collect baseline measurements |  |  |  | 0.0 |  |  | 0% |
| Create current state process map |  |  |  | 0.0 |  |  | 0% |
| Create communication plan |  |  |  | 0.0 |  |  | 0% |
| **Identify Root Cause** |  | **0.0** | | |  | | **0%** |
| Create detailed process map |  |  |  | 0.0 |  |  | 0% |
| Confirm process map |  |  |  | 0.0 |  |  | 0% |
| Perform data analysis |  |  |  | 0.0 |  |  | 0% |
| Perform root cause analysis |  |  |  | 0.0 |  |  | 0% |
| Identify and validate areas of opportunity |  |  |  | 0.0 |  |  | 0% |
| **Develop Solution & Implement** |  | **0.0** | | |  | | **0%** |
| Generate potential interventions |  |  |  | 0.0 |  |  | 0% |
| Prioritize/select interventions |  |  |  | 0.0 |  |  | 0% |
| Define future state process |  |  |  | 0.0 |  |  | 0% |
| Determine gaps between current and future state |  |  |  | 0.0 |  |  | 0% |
| Create intervention implementation plan |  |  |  | 0.0 |  |  | 0% |
| Pilot interventions |  |  |  | 0.0 |  |  | 0% |
| Assess and modify interventions as needed |  |  |  | 0.0 |  |  | 0% |
| **Evaluation** |  | **0.0** | | |  | | **0%** |
| Develop monitoring process to track metrics |  |  |  | 0.0 |  |  | 0% |
| Create Evaluation/Action plan |  |  |  | 0.0 |  |  | 0% |
| Review with sponsors |  |  |  | 0.0 |  |  | 0% |
| Transition full ownership to process owner |  |  |  | 0.0 |  |  | 0% |