Project Title:

Team Members (if applicable):

University/Organization Name:

What Are We Trying to Accomplish?

Problem

Describe in 2–3 sentences the existing condition you hope to improve (i.e., the gap in quality):

Rationale

Explain in 4–5 sentences why the current system or process needs improvement. Include baseline data and relevant benchmarks, e.g., from the literature:

Aim Statement

What outcome, in measureable terms, are you hoping to accomplish? Specify **how good, for whom, and by when** — i.e., by what *exact date*:

Expectations

Why have you chosen the aim you've set forth? Explain, in specific terms, what you believe will be the beneficial outcomes of this project:

How Will We Know a Change Is an Improvement?*

Outcome (or Project) Measure(s)

List the measure(s) you ultimately want to affect:

Process Measures

List the measures that will tell you if the parts or steps in the system are performing as planned to affect the outcome measure:

1.

2.

3.

Balancing Measures

List the measures you will track to determine whether you are introducing problems in other parts of the system:

1.

2.

3.

*In this section, provide **operational definitions**, which specify unambiguously how to derive each measure. This means defining such characteristics as "accurate," "complete," or "timely" in specific terms. If your measure is a percent or rate, specify the numerator (e.g., patient encounters before which doctors and nurses washed hands) and the denominator (e.g., total patient encounters). If it is an average, identify the calculation for deriving the average. If it is a score, such as a patient satisfaction score, describe how to derive that score.*

What Changes Can We Make to Improve?

Key Stakeholders

Whose input and support will this project require?

How will you engage these key stakeholders?

Change Ideas

How will you learn more about the process or system you're trying to improve? (e.g., interviews with people within the process, cause and effect or driver diagrams, etc.)

What ideas do you have for initial tests of change (PDSA cycles)?

Barriers

What are the barriers to the success of your project?

How will you overcome the barriers you have listed?