



## QI Project Measures Worksheet



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## **QI Project Measures Worksheet**

When you're trying to make a change in a complex system, you need to develop a family of measures that you will collect as data throughout the duration of your project to understand the impact of your changes. Typically, you will track 1 to 2 outcome measures, 3 to 5 process measures, and *sometimes* 1 to 2 balancing measures. Filling out a simple table with your measures can help ensure you've got the details you need to start.

Measure Name	Operational Definition	Data Collection Plan	
<ul> <li>Provide a logical name for your measure.</li> <li>Most measures start with "number of," "percent of," or " rate."</li> </ul>	<ul> <li>Define the measure in clear, specific terms.</li> <li>Indicate if you are using a count, a percent, "days between," etc.</li> <li>If the measure is a percentage or rate, provide the numerator and the denominator.</li> </ul>	<ul> <li>Explain how the data will be collected.</li> <li>Who is responsible for collecting the data?</li> <li>How often will the data be collected (e.g., hourly, daily, weekly)?</li> <li>What is to be included or excluded (e.g., include only inpatients in this measure or include inpatients and outpatients)?</li> </ul>	
Outcome measure(s):			
Process measures:			

	Delension		
Balancing measure(s):			