

PROJECT NAME

QUALITY IMPROVEMENT
PROJECT DOCUMENTATION

PROJECT MANAGER:

PROJECT DATE:

VERSION 0.0.0

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

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1. CONDUCT RESEARCH

1.1 BACKGROUND

1.2 POTENTIAL IMPLEMENTATION STRATEGIES AND RESOURCES

1.3 PERFORMANCE METRICS

2. ESTABLISH GOALS AND TIMELINES

GOAL	PROJECT MEETING DATE	MEETING FREQUENCY	GOAL IMPLEMENTATION DATE	OWNER

3. ASSEMBLE CORE TEAM MEMBERS

3.1 ESTABLISHED ROLES

TEAM NAME	TEAM MEMBER	ROLE	CONTACT INFORMATION

3.2 PROCESS FLOWCHART

Create and insert below.

3.3 COMMUNICATION METHODS

4. DESIGN THE STRATEGY

4.1 METHOD(S) USED TO DESIGN STRATEGY

X	ITEM
	Create process flow chart to identify where changes need to be made to reach goal
	Evaluate implementation strategies gathered during research phase, and
	Brainstorm implementation methods with core team
	Team members collect implementation feedback and suggestions from co-workers and stakeholders involved in process

4.2 STRATEGIES FOR FACILITATING CHANGE
(Reference Performance Improvement Action Plan)

CATEGORY	STRATEGY
New Policies	
Policy Changes	
Material/Equipment Needs	
Communication Tools	
Other	

5. IDENTIFY MEASURES AND GOALS

MEASURE TYPE	DESCRIPTION	GOAL
PROCESS		
OUTCOME		
OTHER		

6. TRAINING AND EDUCATION PLAN

CATEGORY	TRAINING / EDUCATION PLAN	TRAINER NAME	DATE
STAFF			
PROVIDER			
DEPARTMENTS			

7. LAUNCH PLAN

EVENT	PLAN	DATE	ASSIGNED TO	APPROVED BY if applicable

8. EVALUATION

CATEGORY	PLAN DESCRIPTION	FREQUENCY	OWNER
AUDITING			
FEEDBACK			
COMMUNICATION			

9. PROJECT DOCUMENTATION TRACKING

PHASE	DOCUMENT	OWNER	LAST UPDATED	LOCATION