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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
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| **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.”
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| **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.”
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| **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 1Month 2Month 3Month 4Month 4-5Month 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 DurationDate Date (wks)** | **Actual ActualStart 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% |