



Quality Improvement Project Worksheet

FACILITY NAME: _____

DATE: _____

PROJECT NAME: _____

1. What seems to be the problem? What do I want to improve? What am I trying to accomplish?

2. Write the problem statement.

3. Do I have baseline data? Yes No

If not, what data can be collected, by whom, when and how?

4. What performance improvement tools can I use?

5. What are my performance goals?

6. What are my performances measures?

7. How will I know that a change is an improvement?

8. How will I evaluate and monitor progress and how often?

9. Who should be on the team for this QI project?

10. What will be my next steps?

***Continuous Quality Improvement – The Cycle Never Ends:
ARE YOU READY?***