

Improvement Planning Worksheet

AIM	<i>Describe the aim of this project. What are you trying to accomplish? Every aim will require multiple small tests of change.</i>								
IDEA	<i>Describe the proposed test. What performance gap will it address? What idea will you test? What barriers will you need to overcome?</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 33%; text-align: center; padding: 5px;">Performance gap</th> <th style="width: 33%; text-align: center; padding: 5px;">Idea for test</th> <th style="width: 34%; text-align: center; padding: 5px;">Barriers</th> </tr> <tr> <td style="height: 50px;"></td> <td></td> <td></td> </tr> </table>			Performance gap	Idea for test	Barriers			
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MEASURES	<i>What is the desired goal that will close the performance gap? Describe the specific measures that will determine a successful outcome for the test.</i>								

PLAN	<i>Describe your plan for change. List the tasks and tools needed to perform the test. Predict what will happen when the test is carried out.</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 70%; text-align: center; padding: 5px;">Tasks and Tools</th> <th style="width: 30%; text-align: center; padding: 5px;">Predicted Outcome</th> </tr> <tr> <td style="height: 150px; vertical-align: top; padding: 5px;"> Who: What: When: Where: How: Tools: </td> <td style="vertical-align: top; padding: 5px;"></td> </tr> </table>		Tasks and Tools	Predicted Outcome	Who: What: When: Where: How: Tools:	
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DO	<i>Try your change with a few patients over a short period of time. Collect data that can be measured. Describe what happened when you ran the test.</i>					
STUDY	<i>Did the change result in the desired improvement? Describe how the measured results compare to the predicted outcome.</i>					
ACT	<i>Describe how you will modify the plan in the next test cycle based on “learnings” from this cycle. Or, describe a new idea to test to help you achieve your aim.</i>					