

Improvement Planning Worksheet

AIM *Describe the aim of this project. What are you trying to accomplish? Every aim will require multiple small tests of change.*

IDEA *Describe the proposed test. What performance gap will it address? What idea will you test? What barriers will you need to overcome?*

Performance gap	Idea for test	Barriers

MEASURES *What is the **desired goal** that will close the performance gap? Describe the specific measures that will determine a successful outcome for the test.*

PLAN *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.*

Tasks and Tools	Predicted Outcome
Who:	
What:	
When:	
Where:	
How:	
Tools:	

DO *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.*

STUDY *Did the change result in the desired improvement? Describe how the measured results compare to the predicted outcome.*

ACT *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.*