Improvement Project Worksheet

CL/IC

AIM Statement: What do you want to accomplish?

Remember, your AIM statement should be specific, time sensitive, and measurable. It should include who / what / by when / by how much in the statement.

My project AIM :

_____

_____

Changes to Test: What kind of process changes might lead to an improvement? What SMALL change will you test to see if you are on the right track? What are some of the drivers that might support the improvement you are seeking?

(For example, if the AIM is to lose 10 pounds by the end of the calendar year, what types of changes would support reaching the goal? A specific amount of exercise for a specific number of days per week? A specific change in diet?)

Change I would like to test:

_____

_____

Design of the Test: How will you execute the test? Who will test the new process? How long will the initial test last? How many staff members, patients, etc. will be involved?

Initial test design (the specific actions that will be taken):

_____

_____

_____

Engagement of team members: Who should be included in the planning and testing?

(Hint – always include those that will be involved in the new process, and those that are involved in the current process.)

Team members I will engage :

_____

_____

Cynosure
HEALTH

Measure of success: How will you know if the change resulted in improvement? How will you measure and decide next steps? You will need an overall outcome measure (Example, amount of weight loss) and at least one process measure (Example, the rate of compliance with the new workout schedule each week).

Outcome measure: _____

Process measure(s):

_____

_____

Analysis: Once the test is complete, how do we decide to proceed? Will we adopt the new process and expand the size of the test? Will we completely abandon the new process and start over? Will we adapt the process by making small tweaks to the new process and re-test on a small scale?

What happened during your test? What is the next step?:

_____

_____

_____