## Project planning form[[1]](#footnote-2)

|  |  |  |
| --- | --- | --- |
| Team: | Project: |  |
|  |  |  |
| Driver (list the drivers you’ll be working on) | Process measure | Goal |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Driver number (from above) | Change idea | Tasks to prepare for tests | PDSA | Person responsible | Timeline (T = test; I = implement; S = spread) | | | | | | | | | | | | | |
| Week | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Institute for Healthcare Improvement. 2017. *Quality Improvement Essentials Toolkit*. Boston, MA: Institute for Healthcare Improvement. URL: [www.ihi.org/resources/Pages/Tools/Quality-Improvement-Essentials-Toolkit.aspx](http://www.ihi.org/resources/Pages/Tools/Quality-Improvement-Essentials-Toolkit.aspx) (accessed 10 March 2022). [↑](#footnote-ref-2)