## Reporting template

**Team**

Project leads:

Expert group:

Working group:

Project manager:

**What are we trying to achieve?**

Example

Project start: June 2019

To reduce seclusions that occur in the first 24 hours of admission by 50% by 30 June 2022.

Aim:

* (Patient outcome measure being defined)

**Why is it important to work on this now?**

(Current data and knowledge)

**Plan for making change permanent**

(TBD)

**Barriers and specific needs from sponsor to overcome them**

**Changes we plan to test**

**Recommendations and next steps**

**PDSA cycles in progress now**

**Project name:**

**Organisation:**

**Project sponsor:**

Project lead: