

Reporting template

Project name:

Organisation:

Project sponsor:

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)

PDSA cycles in progress now

Changes we plan to test

Barriers and specific needs from sponsor to overcome them

Why is it important to work on this now?

(Current data and knowledge)

Team

Project leads:

Expert group:

Working group:

Project manager:

Recommendations and next steps

Plan for making change permanent

(TBD)