###### QAPI logoPerformance Improvement Project (PIP) Launch Check List: Helpful hints for project leaders, managers, or coordinators

***Directions:*** Use this check list to ensure you have covered important steps in launching your performance improvement project. This tool is intended to be used by the person asked to lead a PIP or any project where a team has been formed. Use this check list to make sure you have everything you need in place when you start a project. Ensuring you have these steps in place can help you save time and confusion down the road.

###### Project Name:

**Project Stakeholders and Team Members**

* + The team has received a project charter that has been approved by the leadership.
	+ The project team has been assembled and roles and responsibilities have been assigned.
	+ The project charter is understood and accepted by all project team members.
	+ The project team understands how the project fits with the overall goals of the organization.
	+ Each project team member understands how his/her assignment fits into the overall project.
	+ The project and its goals have been communicated to stakeholders outside of the project team, as needed (e.g., residents and families, staff, board of directors, owners).

###### Project Resources

* + Financial support for the project has been obtained.
	+ A project budget has been established.
	+ Staff time to work on the project has been allocated.
	+ Material resources required for the project have been identified and secured.

###### Project Process

* + A detailed timeline and work plan have been created.
	+ Training needs have been identified and training has been conducted.
	+ A schedule for regular project team meetings has been set.
	+ Indicators/measures have been established to monitor project goals (see Goal Setting Worksheet).
	+ The format and frequency for documenting project status has been defined.
	+ The format, frequency, and audiences for communicating project status has been defined.
	+ A process to identify issues that come up during this project is established (e.g., unintended consequences, new opportunities for process changes, surprises).
	+ The location for storing all project documents, and processes for file naming conventions and version control has been established.
	+ The time for project kickoff has been identified and any related activity required (e.g., announcement, meeting, event) has been planned.

Disclaimer: Use of this tool is not mandated by CMS, nor does its completion ensure regulatory compliance.