

Quick Start Process Improvement Worksheet

Agency: _____

Executive Sponsor: _____

Change Leader: _____

1. Problem Summary:
2. Aim:
3. What situations or processes contribute to the problem identified?
4. From Nominal Group Process: What changes might improve the problem identified?
5. What priorities has the team chosen? What is the first priority -- something that could be started next Tuesday?

PLAN FOR THE DOING: outline the implementation process you will use

What will be done?	By Whom?	When?
Resources needed?		

STUDY. Gather data to measure improvement towards aim.

What data will be gathered? Baseline? Change Cycle?	By Whom?	When?

ACT. How will progress be monitored to assess, adapt, adopt, abandon?

How?	Who will do it?	How often?

Congratulations on your efforts!