Project Name:

Project Lead:

	Task	To be completed by	Completed
1.	Select area for improvement		
2.	Create (SMART) aim statement		
3.	Confirm project lead and team		
4.	Complete driver diagram		
5.	Identify key metrics		
6.	Complete measurement plan (including agreeing key 'reason for variation' codes)		
7.	Illustrate variation in Y - run chart		
8.	Map stakeholders		
9.	Develop communications plan		
10.	Capture the voice of the people who use and deliver our services		
11.	Walk and observe the process or pathway		
12.	Maintain log key issues and opportunities		
13.	Map the pathway and process		
14.	Hold an issue and opportunity validation meeting		
15.	Implement quick wins / Plan, do, study, act (PDSAs)		
16.	Identify and validate root causes for variation		
17.	Implement PDSAs designed to reduce variation		
18.	Develop "to be" process map		
19.	Identify actions to sustain change		
20.	Agree governance for monitoring pathway		
21.	Document, present and share project learning and results		
22.	Celebrate success and thank key people		

Champion Partner Enable Demonstrate

Working in partnership with you to lead innovation and lasting quality improvement to achieve measurably better and safer care

**Tool 16 of 16
Version 1.0
Date effective: May 2019**