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| **Project Name:** |
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| **Project Lead:** |
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| 1. **Why? What is your Aim?**
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|  | The **Aim Statement** should provide all relevant information. This should be in a SMART (**S**pecific, **M**easurable, **A**ctionable / Achievable and **R**elevant to **T**imeframe) format. |
| 1. **How will you know that a change is an improvement?**
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| **Outcome Measures (did we achieve what we set out to achieve?)**  |
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| **Process Measures (monitor progress - did we do what we said we are doing?)** |
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| **Balancing Measures (were there unexpected or adverse outcomes elsewhere such as cost?)** |
|  |
| 1. **What changes can we make that will result in improvement?**
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|  |
| **Next Steps:**  |
|  |  |  |  |  |
| **Agree to proceed:**  | **Yes ⬜** | **No ⬜** | **Decision:** |  |
|  |
| **Signed by**: |  | **Date:** |  |
|  |  |  |  |