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| --- | --- | --- | --- | --- | --- | --- |
| **Project Name:** | | | | | | |
|  | | | | | | |
| **Project Lead:** | | | | | | |
|  | | | | | | |
| 1. **Why? What is your Aim?** | | | | | | |
|  | | | | | | 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?** | | | | | | |
|  | | | | | | |
| **Outcome Measures (did we achieve what we set out to achieve?)** | | | | | | |
|  | | | | | | |
| **Process Measures (monitor progress - did we do what we said we are doing?)** | | | | | | |
|  | | | | | | |
| **Balancing Measures (were there unexpected or adverse outcomes elsewhere such as cost?)** | | | | | | |
|  | | | | | | |
| 1. **What changes can we make that will result in improvement?** | | | | | | |
|  | | | | | | |
| **Next Steps:** | | | | | | |
|  | |  |  |  |  | |
| **Agree to proceed:** | | **Yes ⬜** | **No ⬜** | **Decision:** |  | |
|  | | | | | | |
| **Signed by**: |  | | | **Date:** |  | |
|  |  | | |  |  | |