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| **Project Name:** |
|  |
| **Project Lead:** |
|  |
| 1. **Why?** |
| Planning the test of the change requires answering the question “who will do what, when, where, and how” for the five following activities:  • The implementation of the change  • The communication of the change, its implementation plan and rationale  • The documentation of the implementation of the change  • The measurement of the improvement indicators  • The evaluation of the effectiveness of the change |
| 1. **How?** |
| Fill out the template below. |
| 1. **Template for the planning of the test** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue:** | | | | | | **Change to be tested:** | | | | | | **What** | **Who** | **When** | **Where** | **How** | | **Implement the change** |  |  |  |  | | **Communicate the change and the test** |  |  |  |  | | **Document the implementation of the change** |  |  |  |  | | **Measure the improvement indicators** |  |  |  |  | | **Evaluate the effectiveness of the change** |  |  |  |  | |
| 1. **Next steps** |
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