



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 / **A**chievable and **R**elevant to **T**imeframe) format.

2. 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?)

3. What changes can we make that will result in improvement?

Next Steps:

Agree to proceed: Yes No

Decision: _____

Signed by: _____

Date: _____

