

Quality Improvement Action Plan Template

Name of project:

Date of project commencement: / / **Date for completion:** / /

This project aims to address the following improvement actions from the NSAP self assessment, as the individual improvement actions are logically linked and together will achieve the stated goal.

Improvement Action	Related Standard and criteria

Our vision and goal for this project:

The Quality Improvement (QI) Action team for this project is made up of:

Name	Position
	Executive Sponsor
	Project Leader

Our problem analysis of the current situation is summarised as follows:

The evidence base for the QI approach the team has chosen can be summarised as follows:

The following data will be collected, and will include: baseline measures of the current situation; comparative measures to demonstrate improvement; data about any unanticipated change; data to assure that the project is implemented as intended; and, data that will be used in the project's evaluation:

Type of data	Who will collect this	How often	Method of collection

The team will communicate progress and manage the change as follows:

Stakeholder group	Frequency of communication	Method of communication	Person responsible

Detailed Action Plan and Progress Record for

Note: A high level progress report against the Plan can be recorded in the final column of the table below, as the project is implemented.

Goal statement:

Objective	Strategy	By whom	By when	Measures of success	Progress to date

Specific evaluation questions:

Notes for completion of the Detailed Action Plan

The **goal statement** is the concise working description of the vision and goal documented in p. 1 of this project plan.

Each **objective** could be seen as a sub-goal, to be achieved in a Plan, Do, Study, Act (PDSA) cycle. This may or may not align clearly with an identified improvement action from the self assessment, but will be an important milestone to be achieved if the overall goal is to be achieved.

All **strategies** required to achieve each of the objectives should be listed. This should include change management and evaluation strategies.

In the '**by whom**' column, include the name of the role with key responsibility for implementing this strategy.

In the '**by when**' column, consider inter-relationships of the different strategies when defining all timelines, external factors which might impact on the project and a realistic allocation of effort for the tasks involved.

Measures of success are the indicators that demonstrate achievement of each key strategy/milestone as the project progresses; each of these measures should be included in the data section on p.1 of the project plan, or be able to be calculated from this data.

In the **progress to date** section, include all progress, both the positive and the negative. Consider whether learnings about the process of CQI should be noted here or elsewhere, but do not lose this intelligence, as it will inform future CQI project development, implementation and evaluation.

In the **specific evaluation questions** section, consider both process (or formative) and outcome (or summative) questions, so that the team can assess the value of the project – in terms of outcomes (for consumers, staff, the team and the Service), in terms of the QI and change management process in which they have participated, and in terms of learnings to take forward into future projects. Check to ensure that the data required to answer the evaluation questions is included in the data section on p. 1 of the project plan, and that strategies are included in the detailed plan to enable the team to answer the evaluation questions.

