Project Form - Example

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| --- | --- |
| 1. ***Background* – Why do we need to work on this?**
 | ***5. Recommendations* – How will you reach the future state?** |
| * Context
* Importance
 | * “To be” process map
* How will you monitor the impact on root cause?
 |
| *Current Situation* – Where do things stand today? | ***6. Action Planning –* Who is doing what by when to achieve this?** |
| * Problem statement/definition
* “As is” process map
* Scale of the problem (data)
 | * Measures of performance/progress
* A Gantt chart can be helpful for this
 |
| 1. ***Goals/Targets* – What is your desired outcome(s)?**
 | ***7. Impact* – What were the results achieved?** |
| * Describe your target level of performance – what would be better if you made this change?
 | * Trend graph (pre, post)
 |
| *Analysis* – What is the root cause(s) of the problem? | 8. Follow-up – What actions are still required? |
| * Ensure ongoing PDSA
* Share learning
 |

Project Form - Fillable

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