

QI Project Charter	Form
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	₃ StratisHealth

QI Work Plan



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- The work plan is designed to outline specific activities that are critical to ٠ the success of your project and help you stay on track.
- The fields in the workplan include: ٠
 - Task/Objective
 - Detailed description
 - Assigned to
 - Due date
 - Actual completion date
 - Status
 - Notes/comments

QI Work Plan cont. Example QI Work Plan StratisHealth QI Basics QI Work Plan The QI Work Plan is a task monitoring and documentation tool to keep your quality improvement (QI) project on track and to help the team ensure there is follow through and completion of assigned work.

Adapted from: Introduction

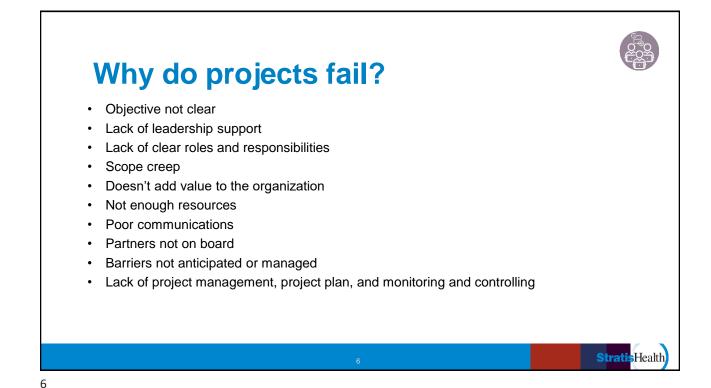
Introduction Managing your project and ensuring that tasks are completed is one of the primary tasks of the project or team leader. This tool is designed to track the work and provide transparency to the team of what work has been planned, is in progress, or has been completed.

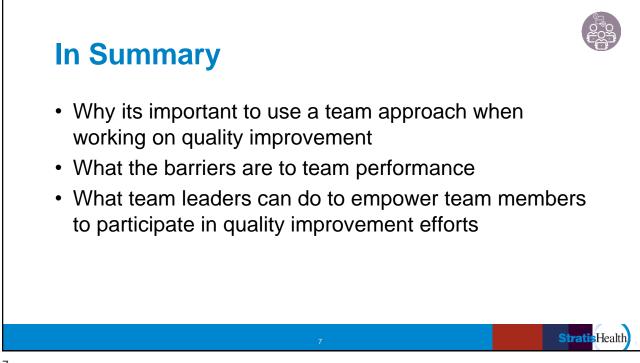
How to Use This too is most often updated and monitored by the team or project leader. It should be reviewed and updated at each meeting, and team members should have visibility and access to it at all times so that each member is aware of their assigned work, responsibilities, and deadlines for tasks that will help the time advance toward in goals. As due that we work subsignment arises, be use to ad a new row for that. You can also pre-plan your project work and include the major milestones and the sub-tasks that will lead up to accompilating those major steps. • Task/Objective: Earther the name of the task or objective. You may also choose to break major tasks into sub-tasks by indenting, numbering and adding additional rows beneath the primary task.

- task. Detailed description: A brief narrative or some details to help clarify the task or objective. A stiggeed to: Enter names of individuals rather than roles to ensure accountability for assigned work. On occasion, you may have work assigned to groups or without the team. Due date: The date the task is expected or required to be completed. A ctrual completion date: Enter the actual date of completion, which can be compared with the due date to assess if the project is on track or if adjustments need to be made to the project implicities.

- Notes/Comments: Any additional narrative about progress, barriers, and resources needed for completion, etc.

Task / Objective	Detailed description	Assigned To	Due Date	Completion Date	Status (not started, in development, complete)	Notes / Comments
Hold initial	Gather initial 5 QI team	Juan	Date to	TBD	Not started	
project kickoff	members together	Melendez,	be set			
meeting		Team Leader				
Create	To be done as a QI team	QI Team	Date to	TBD	Not started	
communication	together. Template started by		be set			
plan	team leader					
Conduct Process	To be done as a QI team.	QI Team	Date to	TBD	Not started	Determine any additional staff that
Mapping to			be set			need to be included
document						
hypertension						
encounters.						
Create PDSA	To be done as a QI team	QI Team	Date to	TBD	Not started	Create PDSA document based on
document based			be set			process mapping and 5 Whys
on process						analysis
mapping and 5						
whys analysis						
Report back to	Leadership has requested a bi-	Juan	Date to	TBD	Not started	5-10 minute project summary to be
leadership on QI	weekly update for the first	Melendez,	be set			given at leadership meeting. Need
team progress	month of our QI team project	Team Leader				to prepare remarks. Add this task
after 2 nd week of						to communication plan
work						





Stratis Health is a nonprofit organization that leads collaboration and innovation in health care quality and safety and serves as a trusted expert in facilitating improvement for people and communities.

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