QI Basics

**Work Plan**

## The Quality Improvement (QI) Work Plan is a task monitoring and documentation tool to keep your QI project on track and to help the team ensure there is follow through and completion of assigned work.

# Introduction

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 tool is most often updated and monitored by the project manager or team leader. It should be reviewed and updated at each meeting, and team members should always have access to it so that each member is aware of their assigned work, responsibilities, and deadlines for tasks that will help the team advance toward its goals. Add a new row to the plan as each task or work assignment arises. You can also pre-plan your project work and include the major milestones and the sub-tasks that will lead to accomplishing those significant steps.

* **Task/Objective**: Enter the name of the task or objective. You may also break major tasks into sub-tasks by indenting, numbering, and adding additional rows beneath the primary task.
* **Detailed description**: A brief narrative or details to help clarify the task or objective.
* **Assigned to**: Enter names of individuals rather than roles to ensure accountability for assigned work. Occasionally, you may have work assigned to groups or subgroups within the team.
* **Due date**: The date the task is expected or required to be completed.
* **Actual 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 timeline.
* **Status:** Indicate the status of assigned tasks such as: not started, in development, or complete.
* **Notes/Comments**: Any additional narrative about progress, barriers, resources needed for completion, etc.

An example QI Work Plan is provided at the end of this document for your reference.

## QI Work Plan

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| --- | --- | --- | --- | --- | --- | --- |
| **Task / Objective** | **Detailed Description** | **Assigned To** | **Due Date** | **Completion  Date** | **Status**  **(not started, in development, complete)** | **Notes / Comments** |
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## Example QI Communication Plan

| **Task / Objective** | **Detailed Description** | **Assigned To** | **Due Date** | **Completion  Date** | **Status**  **(not started, in  development, complete)** | **Notes / Comments** |
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