## Project Identification

1. What do you want to improve?
2. Who are the team members?
3. Is there “Initial Data” that told you this is a problem area? ___Yes, ___No
   If Yes list the Data.
4. What goal are you trying to achieve?

## Analysis

During the Analysis Phase you will identify what’s really happening now. Ways to analyze include using brainstorming, flow charting the process, gathering data via surveys or chart reviews, developing logs & tick sheets so that you have #’s.

5. Describe the current situation. (Attach data, charts, process flow, if available)
6. What does your data tell you?
7. What are the main causes for the current situation?

## Possible Solutions

8. Can you remove time, steps, dollars?
9. Based on the analysis brainstorm with your team, a list of possible solutions.
10. Prioritize these solutions in order to create an action plan.

## Action

11. Describe your action plan. (Who will do what, when).
12. Create a timeline/dates for implementing each step of your action plan.
13. Implement your plan.

## Check

14. What will you measure to show you’ve met your goal, or otherwise made an improvement?

## Results

15. Compare pre measures to post measures.

(USE DATA TO SHOW HOW MUCH IMPROVEMENT YOU’VE MADE)

## Follow Up

16. When will you re-measure? ___2wks___1month___3months___6months
17. How often will you re-measure? _____