





Domain	Must Do	Considered Helpful	Try NOT to
<p>1 Choose improvement team</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Select team members and assign roles and responsibilities <input type="checkbox"/> Ensure sufficient time availability 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep team size small and nimble (less can be more) <input type="checkbox"/> Choose at least one person with improvement experience 	<ul style="list-style-type: none"> <input type="checkbox"/> Include members with minimal engagement
<p>2 Detail the problem</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Learn about the problem (where it lies, why it exists, its impact, etc.) <input type="checkbox"/> Ensure the problem exists locally (is there data?) <input type="checkbox"/> Understand the problem from people who know the relevant process 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect input from team and stakeholders when detailing the problem (and defining aims) 	<ul style="list-style-type: none"> <input type="checkbox"/> Work on problems that require more resources than exist or are too complex to fix
<p>3 Develop project aims</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify project aims using a SMART approach 	<ul style="list-style-type: none"> <input type="checkbox"/> Describe patient benefits <input type="checkbox"/> Obtain leadership support when addressing an organisational priority 	<ul style="list-style-type: none"> <input type="checkbox"/> Create aims that require much more than 12 months to attain
<p>4 Choose an intervention</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Be clear on why/how the chosen intervention will address the problem (including what evidence exists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Seek leadership commitment, depending on focus and scope of intervention 	<ul style="list-style-type: none"> <input type="checkbox"/> Select highly complex interventions or interventions that are not supported by stakeholders and/or evidence
<p>5 Plan implementation of intervention</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan implementation (who/how/where/when, including start/finish and interim meetings) <input type="checkbox"/> Determine if frontline clinicians/staff are agreeable, have time/engagement, and are ready to implement <input type="checkbox"/> Determine what/how data will be used 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate the project to frontline staff and stakeholders before, during, and after <input type="checkbox"/> Think of potential problems and contingencies 	<ul style="list-style-type: none"> <input type="checkbox"/> Start without frontline input <input type="checkbox"/> Assume frontline stakeholders have sufficient time, capacity, and are ready <input type="checkbox"/> Assume silence means buy-in/engagement <input type="checkbox"/> Spend much more than 3 months in planning phase

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 <p>6 Plan project monitoring</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify how/when 'in-project' assessments will occur to assess problems, deviations, and timelines 	<ul style="list-style-type: none"> <input type="checkbox"/> Consider techniques for making iterative modification (e.g. PDSA) <input type="checkbox"/> Look for local barriers and facilitators (e.g. to fix; to support; potential learning) 	<ul style="list-style-type: none"> <input type="checkbox"/> Forgo data use
 <p>7 Plan end-of-project decision making</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan who assesses project success and how <input type="checkbox"/> Identify who collects project learnings <input type="checkbox"/> Plan who decides next steps (e.g. continue effort, revise, or sunset) 	<ul style="list-style-type: none"> <input type="checkbox"/> Assess extent to which project has delivered on its aims 	<ul style="list-style-type: none"> <input type="checkbox"/> End the project without assessing success, documenting learning, and making end-of-project decisions
 <p>8 Planning complete?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Verify planning steps completed <input type="checkbox"/> Verify implementation site(s) are ready <input type="checkbox"/> Decide go/no go (if 'go', proceed to launch; if 'no go', return to issues identified in planning) 	<ul style="list-style-type: none"> <input type="checkbox"/> Balance 'good enough' versus 'perfect' <input type="checkbox"/> Address fixable items from planning phases 	<ul style="list-style-type: none"> <input type="checkbox"/> Launch the project if more planning needed or proceed with project if too large/complex for resource level (people, time) and/or to implement
 <p>9 Launch, monitor, finish</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Officially launch project <input type="checkbox"/> Hold monitoring meetings where data is considered <input type="checkbox"/> Assess project progress against protocol and timelines; make modifications as needed <input type="checkbox"/> At completion, determine extent project aims achieved; collect learnings (on intervention and implementation); make decisions on continuing vs modifying vs sunsetting effort 	<ul style="list-style-type: none"> <input type="checkbox"/> Employ feasible iterative changes as needed <input type="checkbox"/> Report findings and learning 	<ul style="list-style-type: none"> <input type="checkbox"/> Hold long and inactive meetings <input type="checkbox"/> Allow project to continue without activity (e.g. do not languish) <input type="checkbox"/> Allow effort to continue beyond projected end date unless new plan in place