

**CCO** Click or tap here to enter text.**QI Project Lead** Click or tap here to enter text.**QI Contact e-mail** Click or tap here to enter text.**PIP Title** Click or tap here to enter text.**PIP Start Date** Click or tap to enter a date.**Reporting Period** Click or tap here to enter text.**Section 1: Plan**

Project Aim
Problem Statement
Click or tap here to enter text.
AIM Statement
Click or tap here to enter text.
Population(s) of Focus
Click or tap here to enter text.

Project Team	
Team Member Name	Role
How frequently is the project team convened?	

☐ Monthly    ☐ Quarterly    ☐ Every 6 months    ☐ Annually    ☐ Ad hoc as needed  
☐ Other (*please specify*) Click or tap here to enter text.

Measure(s)			
Measure	Baseline	Baseline Date/ Timeframe	Improvement Target

Root Cause Analysis	
Method(s) used for root cause analysis	
Click or tap here to enter text.	
Original conclusions of root cause analysis	
Click or tap here to enter text.	
Frequency of root cause analysis review	
Click or tap here to enter text.	
Date root cause analysis was last revisited	Click or tap here to enter text.
Changes to root cause analysis conclusions	
Click or tap here to enter text.	

Selected Improvement Strategies	
Improvement Strategy Name	Improvement Theory
1.	
2.	
3.	
4.	

QI Tools Used		
<input type="checkbox"/> Brainstorming <input type="checkbox"/> Process map <input type="checkbox"/> 5 Whys <input type="checkbox"/> Fishbone diagram	<input type="checkbox"/> Affinity diagram <input type="checkbox"/> Driver diagram <input type="checkbox"/> Pareto chart <input type="checkbox"/> Run chart	<input type="checkbox"/> Other ( <i>please list</i> ) Click or tap here to enter text.

Documentation of root cause analysis attached? ☐ Yes ☐ No

Documentation of other QI tools used attached? ☐ Yes ☐ No

## Section 2: Do-Study-Act

### Current Improvement Strategies

(Repeat the following table for each improvement strategy currently being implemented)

Improvement strategy name	Click or tap here to enter text.
New or continued?	<input type="checkbox"/> New <input type="checkbox"/> Continued
Improvement strategy summary	
Click or tap here to enter text.	
Metrics used to monitor success of improvement strategy	
Click or tap here to enter text.	
Key actions taken to implement this improvement strategy during the reporting period	
Click or tap here to enter text.	
Results	
Click or tap here to enter text.	
Barriers encountered implementing improvement strategy	
Click or tap here to enter text.	
Lessons learned	
Click or tap here to enter text.	
Plans for improvement strategy	
Choose an item.	
Click or tap here to enter text.	

### Abandoned Improvement Strategies

Improvement strategy	Date abandoned	Reason abandoned and lessons learned

Data Analysis and Interpretation: Overall PIP Metric(s)
Frequency of PIP metric data analysis and review
<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Every 6 months <input type="checkbox"/> Annually <input type="checkbox"/> Other (please specify) Click or tap here to enter text.
Data analysis approach
<input type="checkbox"/> Compare monthly numbers without visualization/further analysis <input type="checkbox"/> Statistical significance testing <input type="checkbox"/> Basic trend analysis (run chart) <input type="checkbox"/> Segmentation of data by: <ul style="list-style-type: none"> <li><input type="checkbox"/> Age</li> <li><input type="checkbox"/> Race/ethnicity</li> <li><input type="checkbox"/> Other (please describe) Click or tap here to enter text.</li> </ul>
Additional information ( <i>optional</i> ): Click or tap here to enter text.
Results
Conclusions
Click or tap here to enter text.

Additional data analysis documentation attached? ☐ Yes ☐ No

### Section 3: Reflect and Share (Optional)

What are you most proud of achieving?
Click or tap here to enter text.
What do you want to share with others?
Click or tap here to enter text.
Where would you like more support or technical assistance?
Click or tap here to enter text.