**Project Outline**

A planning document that specifies the key components of the project, including: roles & responsibilities, project scope, DMAIC outline and monitoring criteria for sustainability

**WHY**

* Proper planning is the first step towards project success. If you fail to plan, you plan to fail.
* A good project outline helps keep the project focused on defined goal/aim and timelines.

**WHEN**

* The project outline is created in the initiation and planning phases of the project.
* It is then referred to throughout the project, as it is a living document that is routinely referenced and updated.

**HOW TO**

**Complete QI Project Outline**

**Instructions embedded into document template (gray print)**

**Template:**

Quality Improvement Project Outline (See Overview) 🡪 Quality Improvement Primer 🡪 The Model for Improvement / Quality Improvement Project Outline)