**QI Project Evaluation**

**Site:**

**Date:**

**Evaluator:**

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| Project Phase | Element | Evaluation Questions | Comments forFollow-Up |
| Facility Information | Site Statistics | * Accuracy of Data – Match between # of patients, # of samples, % coverage, etc.
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| Overarching Project | Stakeholder Analysis | * Capture all stakeholders
* Includes actions for continued stakeholder engagement
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|  | Team Formation | * Team Members identified / selected
* Team Members aware of project
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|  | Project Summary Slide | * Overarching Goal, Aim Statement, and Intervention all related to same problem statement
* Problem Statement - 15 words or less, Adequately captures the actual problem addressed by the project, No solutions included
* Aim Statement - Includes WHAT (Target improvement) BY WHEN (Timeline)
* Intervention described / titled clearly and succinctly (can listeners tell what they did??)
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|  | Coherence | * Does the overall presentation tell a coherent, cohesive, “linked” story?
* Can a thread be seen throughout the presentation where all tools are linked to each other, all utilized to reach IMPROVEMENT?
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| DEFINE | Elevator Speech | * Includes the big picture / goal – “This project is about”
* Appeals to the stakeholder audience by answering the why & stating the importance – “As a result of these efforts” and It’s important”
* Includes metrics
* Includes an “ask”
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|  | Process Mapping | * Sufficient detail showing understanding of current process
* Only a single step, completed by a single person, included in each process step
* Process Table AND Process Map (Visual)
* Clearly identified OFI (Opportunities for Improvement)
* All OFIs included in the Action Plan (whether related to the main aim or a “Just Do It”)
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|  | VOC | * Data collection / method / Questions asked related to problem statement
* Correct customer identified
* Summarize results clearly
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| MEASURE | Data Source / Sample Size | * Data Source Identified
* Sample Size identified
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|  | Baseline Data | * At least 6 points
* Raw data (numbers) included – Data Box
* Percentage calculated correctly
* Plotted on a Run Chart
* Integrated into Aim Statement
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| ANALYZE | Root Cause/s | * Problem Statement at head of the Fish (if using the Fishbone)
* Complete list for each “bone” of the fish
* Includes all data gathered from Process Map & VOC
* Clearly identifies cause/s of the identified problem
* Utilizes at least one or more QI tools (Fishbone, 5 Whys, etc.)
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| IMPROVE | 5S  | * Photos - Before & After, Included
* 5S Audit completed – Before & After
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|  | Impact / Effort Grid | * Are the “Just Do Its” correctly identified?
* Is there a clearly defined project?
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|  | Tests of Change / Interventions | * Tests related to causes identified in the Analyze phase (Rationale for selecting each change given)
* Each Test of Change clearly identified / described
* Remeasurement after each PDSA
* Remeasurement displayed on the Run Chart & Annotated
* How many tests of change?
* Any progress on AIM?
* Actions for next test (PDSA) identified after each test?
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|  | Final Intervention | * Quality of Intervention – Innovative, sustainable, makes sense, demonstrates connection to entire project (i.e., related to identified causes and addresses problem statement)
* Improvement – Did it occur? Was AIM reached?
* Is the evidence of improvement seen in the run chart? Is the run chart annotated to indicate the various tests of change?
* Standardized – Presented in a standardized format, a SOP, a job aid, a video - for reproducibility & spread
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| CONTROL | Control Plan | * Transition to Process Owner
* Review Criteria for Project Metrics after the project closes – Who, What, When, Where, How often?
* Plan for course correction if control is not maintained
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|  | Final Report  | * Interventions implemented
* Lessons learned
* Communication to stakeholders
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|  | Spread / Scale-Up, if indicated | * Plans for Scale-Up / Spread
* Stakeholder Engagement
* Coaching Others
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