**QI Project Evaluation**

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| Project Phase | Element | Evaluation Questions | Comments for Follow-Up |
| Facility Information | Site Statistics | * Accuracy of Data – Match between # of patients, # of samples, % coverage, etc. |  |
| Overarching Project | Stakeholder Analysis | * Capture all stakeholders * Includes actions for continued stakeholder engagement |  |
|  | Team Formation | * Team Members identified / selected * Team Members aware of project |  |
|  | Project Summary Slide | * Overarching Goal, Aim Statement, and Intervention all related to same problem statement * Intervention described / titled clearly and succinctly (can listeners tell what they actually did??) |  |
|  | 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? |  |
| DEFINE | Problem Statement / Gap | * 15 words or less * Adequately captures the actual problem addressed by the project |  |
|  | Aim Statement | * Includes WHAT (Target improvement) * BY WHEN (Timeline) |  |
|  | Process Mapping | * Sufficient detail showing understanding of current process * Process Table AND Process Map (Visual) * Clearly identified OFI (Opportunities for Improvement) * All OFI included in the Action Plan (whether related to the main aim or not) |  |
|  | VOC | * Data collection / method / Questions asked related to problem statement * Summarize results clearly |  |
| MEASURE | Data Source / Sample Size | * Data Source Identified * Sample Size identified |  |
|  | Baseline Data | * At least 6 points * Raw data (numbers) included * Percentage calculated correctly * Plotted on a Run Chart * Integrated into Aim Statement |  |
| ANALYZE | Root Cause/s | * Problem Statement at head of the Fish * Thorough 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 |  |
| IMPROVE | Tests of Change / Interventions | * Tests related to causes identified in the Analyze phase (Rationale for selecting this test given) * Each Test of Change clearly identified / described * Remeasurement after each PDSA * Remeasurement displayed on the Run Chart * How many tests of change? * Any progress on AIM? * Actions for next test (PDSA) identified after each test? |  |
|  | 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? * Standardized – Presented in an SOP format for reproducibility & spread |  |
| 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 |  |
|  | Final Report | * Interventions implemented * Lessons learned * Communication to stakeholders |  |
|  | Spread / Scale-Up, if indicated | * Plans for Scale-Up / Spread * Stakeholder Engagement * Coaching Others |  |
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