

Academy for Quality and Safety Improvement (AQSI)

QUALITY IMPROVEMENT PROJECT PROPOSAL WORKSHEET

Before completing the online project application, you may wish to develop your answers on this worksheet. Below is a list of the questions you will be asked when proposing your project. *Please limit your responses to 150 words or less.*

1. What is the focus of your project (e.g., DVT prophylaxis, improved patient satisfaction, increased access)? How does this align with your unit's mission and goals?
2. In what division/practice/unit will you base your project activities?
3. Create and upload a process map (you may create this in Microsoft Word, PowerPoint, or another program) that identifies the major steps of the **existing** workflow for the process you intend to improve. It should present a high-level overview of the work process (i.e., 4-10 steps) and need not be too detailed. Do not propose a new or ideal work process; just document the existing workflow as you currently understand it.
4. What information technology systems, (e.g., PowerChart, Epic, etc.) if any, are important in the workflow process that you have drawn? List each and explain its role.
5. Do you have support and/or permission from the appropriate leaders?
6. What is known about current performance?
7. What makes you believe that improvement is needed in this area?
8. What data and measures are available to assess performance and drivers of poor performance?
9. How will you know if efforts to improve performance have been successful?
10. What interventions have been tried in the past?
11. What is known about barriers to improving performance?
12. What are your ideas for potential quality improvement interventions and actions?
13. What is the timeline for the planned project?
14. How might improvements be sustained over the long term?