

## Project Form- Example

<p><b>1. Background – Why do we need to work on this?</b></p>	<p><b>5. Recommendations – How will you reach the future state?</b></p>
<ul style="list-style-type: none"> <li>- Context</li> <li>- Importance</li> </ul>	<ul style="list-style-type: none"> <li>- “To be” process map</li> <li>- How will you monitor the impact on root cause?</li> </ul>
<p><b>2. Current Situation – Where do things stand today?</b></p>	<p><b>6. Action Planning – Who is doing what by when to achieve this?</b></p>
<ul style="list-style-type: none"> <li>- Problem statement/definition</li> <li>- “As is” process map</li> <li>- Scale of the problem (data)</li> </ul>	<ul style="list-style-type: none"> <li>- Measures of performance/progress</li> <li>- A Gantt chart can be helpful for this</li> </ul>
<p><b>3. Goals/Targets – What is your desired outcome(s)?</b></p>	<p><b>7. Impact – What were the results achieved?</b></p>
<ul style="list-style-type: none"> <li>- Describe your target level of performance – what would be better if you made this change?</li> </ul>	<ul style="list-style-type: none"> <li>- Trend graph (pre, post)</li> </ul>
<p><b>4. Analysis – What is the root cause(s) of the problem?</b></p>	<p><b>8. Follow-up – What actions are still required?</b></p>
<ul style="list-style-type: none"> <li>- Ensure ongoing PDSA</li> <li>- Share learning</li> </ul>	

## Project Form- Fillable

<b>1. <i>Background</i> – Why do we need to work on this?</b>	<b>5. <i>Recommendations</i> – How will you reach the future state?</b>
<b>2. <i>Current Situation</i> – Where do things stand today?</b>	<b>6. <i>Action Planning</i> – Who is doing what by when to achieve this?</b>
<b>3. <i>Goals/Targets</i> – What is your desired outcome(s)?</b>	<b>7. <i>Impact</i> – What were the results achieved?</b>
<b>4. <i>Analysis</i> – What is the root cause(s) of the problem?</b>	<b>8. <i>Follow-up</i> – What actions are still required?</b>