Project Form - Example

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| 1. ***Background* – Why do we need to work on this?** | ***5. Recommendations* – How will you reach the future state?** |
| * Context * Importance | * “To be” process map * How will you monitor the impact on root cause? |
| *Current Situation* – Where do things stand today? | ***6. Action Planning –* Who is doing what by when to achieve this?** |
| * Problem statement/definition * “As is” process map * Scale of the problem (data) | * Measures of performance/progress * A Gantt chart can be helpful for this |
| 1. ***Goals/Targets* – What is your desired outcome(s)?** | ***7. Impact* – What were the results achieved?** |
| * Describe your target level of performance – what would be better if you made this change? | * Trend graph (pre, post) |
| *Analysis* – What is the root cause(s) of the problem? | 8. Follow-up – What actions are still required? |
| * Ensure ongoing PDSA * Share learning |

Project Form - Fillable

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