Planning for Improvement worksheet

Describe the Improvement Opportunity/Problem

Consider:
Why is this important to you and the organization?
What are the desired outcomes?
What problem(s) are you trying to solve?

Improvement Team Members

Consider:
What unique contribution do each bring to the effort?
- Role in process/problem
- Expertise
- Customers
- Other Stakeholders

Describe What Currently Exists that will Enable Your Success.

Potential Barriers

Identify potential barriers that exist and how you might overcome them.

Potential Barriers…	How to Overcome Them…

Goals:

How will you and/or the team test its changes?

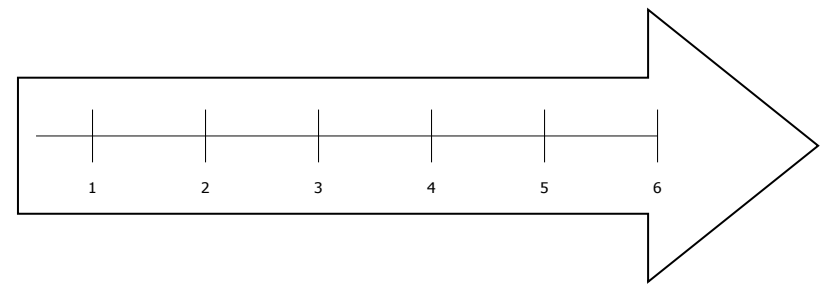
Consider: SMART Goals
- Specific
- Measurable
- Attainable
- Relevant
- Time bound

	Goals	Metrics
1		
2		
3		

Success Indicators:

How will you know that you achieved your goals?

Consider:
Baseline measures and target measures.



Map Timeline:

What are the major milestones for a successful outcome?

Consider:
- Short or long-term goal
- Specific action
- Think about what you can do in the next 30, 60 and 90 days