**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.
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| Overarching Project | Stakeholder Analysis | * Capture all stakeholders
* Includes actions for continued stakeholder engagement
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|  | Team Formation | * Team Members identified / selected
* Team Members aware of project
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|  | 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??)
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|  | 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?
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| DEFINE | Problem Statement / Gap | * 15 words or less
* Adequately captures the actual problem addressed by the project
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|  | Aim Statement | * Includes WHAT (Target improvement)
* BY WHEN (Timeline)
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|  | 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)
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|  | VOC | * Data collection / method / Questions asked related to problem statement
* Summarize results clearly
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| MEASURE | Data Source / Sample Size | * Data Source Identified
* Sample Size identified
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|  | Baseline Data | * At least 6 points
* Raw data (numbers) included
* Percentage calculated correctly
* Plotted on a Run Chart
* Integrated into Aim Statement
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| 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
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| 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?
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|  | 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
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| 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
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|  | Final Report  | * Interventions implemented
* Lessons learned
* Communication to stakeholders
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|  | Spread / Scale-Up, if indicated | * Plans for Scale-Up / Spread
* Stakeholder Engagement
* Coaching Others
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