

# Setting the Stage for Improvement Worksheet

## Next Steps/Action Plan

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### *Questions to consider when putting a plan into action:*

- What is needed to enlist the support of your facility's leadership for this effort (e.g., administration, physician leaders, nurse leader)?
  
- Who might be a champion for this project? (Consider a leader with a special interest or expertise in this topic area.)
  
- Who should be involved and could participate on a team? (Consider representation from all departments involved.)
  
- What resources are needed (e.g., staff time, computer access)?
  
- What data is available, and/or what data needs to be gathered?
  
- What is the best way to display or share the data available to build a case for change and/or show improvement?
  
- What barriers might you encounter when getting started?
  
- What are some potential solutions to overcome these barriers?
  
- When can the team be convened?
  
- What can you accomplish in the next month?

# Using the Three Questions Worksheet

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Consider a project, problem or opportunity that is related to your work, then answer the following three questions:

1. What are you trying to accomplish?
  
  
  
  
  
  
  
  
  
  
2. How will you know that a change is an improvement?

**Measure**

**Data Source**

3. What changes can you make that will result in an improvement?

What happens now? (Outline your current process.)

How can the process be improved?

How will this change help us achieve our aim?