

## Continuous Quality Improvement (CQI)

## Project Template

|  |  |  |  |
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| **CQI steps** | | **Ask-Do-Describe** | |
| **Data report 1 - baseline** | **First CQI meeting** | **Why do we want to change?** | |
| * Gap |  |
| * Benefits |  |
| * Evidence |  |
| **What** do we want to change? | |
| * Topic |  |
| * Scope |  |
| **How much** do we want to change? | |
| * Baseline |  |
| * Sample |  |
| * Target |  |
| * Preparedness |  |
| **Who** are involved in the change? | |
| * Leads   Contributors |  |
| * External |  |
| **When** are we making the change? | |
| * Deadlines |  |
| **How** are we going to change? | |
| * Potential solutions |  |
| * Select |  |
|  | | | |
| * **Implementation** | | * Implement |  |
| * Record, share |  |
|  | | | |
| **Data Report 2**  **Comparison** | **Final CQI meeting** | **How much** did we change? | |
| * Performance |  |
| * Worthwhile |  |
| * Learn |  |
|  | **What next?** | |
| * Sustain |  |
| * Monitor |  |