

## 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
 |  |