

## Continuous Quality Improvement (CQI)

## Action Plan Template

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| --- |
| **Ask-Do-Describe** |
| **Why do we want to change?** |
| * Gap
 |  |
| * Benefits
 |  |
| * Evidence
 |  |
| **What** do we want to change? |
| * Topic
 |  |
| **How much** do we want to change? |
| * Baseline
 |  |
| * Sample
 |  |
| * Target
 |  |
| **Who** are involved in the change? |
| Contributors |   |
| **When** are we making the change? |
| * Deadlines
 |  |
| **How** are we going to change? |
| * Potential solutions
 |  |
| * Implement
 |  |
| * Monitor
 |  |
| **How much** did we change? |
| * Performance
 |  |
| * Worthwhile
 |  |
| * Learn
 |  |
| **What next?** |
| * Sustain
 |  |
| * Monitor
 |  |