

## 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 |  |