

Action Planning Worksheet



Clinic Site Name: _____

Team Leader Name: _____

1. What are you trying to accomplish?

Look back at your team's aim statement. On what aspect of your overall aim will this "test" focus? Provide specifics when possible, including numerical goals.

2. How will you know that a change is an improvement?

Define simple measures that can be compared before and after you have implemented your action steps. Identify your data source.

Data Source: _____

Measure 1: _____

Measure 2: _____

Measure 3: _____

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

What action step(s) can your team take to remove a barrier or improve despite the existence of a barrier?

ACTION STEP	PERSON(S) RESPONSIBLE	COMPLETION DATE	OUTCOME
1.			
2.			
3.			
4.			
5.			