

Quality Improvement **Work Plan**

Name of practice:

Quality improvement activity:

Date and location:

Which area of your practice might benefit from a QI activity – administrative or clinical?	
QI activity description – what is your SMART Goal?	
What will a successful outcome look like?	
How will you measure success?	
What is your initial benchmark?	
Who will be leading this activity?	
Who will be on the team?	
How long will the activity need?	
What additional resources will be required?	

This resource has been adapted from information developed by Wentworth Healthcare.

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Tasks associated with the activity			
Step	What	Who	When
1			
2			
3			
4			
5			
6			
Reflection			
What are the lessons learnt from this quality improvement activity?			
Do we need to review or extend the activity?			
Is this quality improvement activity completed?			

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