

## 90-Day CQI Project Planning Form

Instructions:

1. Using the Key Driver Diagram as a reference, identify which primary drivers and their related change strategies that your team will focus on.
2. For each driver/change strategy, define your process measures and goals. How will you evaluate the results of your change strategy and what do you want the results to be?
3. Fill out the grid for each driver using the following questions to prompt you:
  - a. Change Strategy: What are you testing? What is being done?
  - b. Tasks to Prepare for Tests: What tasks will you need to perform to set up and run the test?
  - c. Person Responsible: Who is responsible for each task you've identified?
  - d. Timeline: How many weeks do you expect to need for each PDSA cycle?

Indicate which phase of improvement are you in (Testing, Implementation, or Scale) for each week of anticipated testing.
4. Update the planning form regularly with your ongoing tests of change.

Program Name:		CQI Team Members:	
Primary Drivers		Process Measures and Goals	
1. Effective systems for screening			
2. Reliable and effective systems for referrals and follow-ups			
3. Support for home visitors to address developmental needs			
4. Engagement of families in promotion of healthy development			

