

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	



	Tasks to Prepare for Testing		Timeline (T = Test; I = Implement; S = Scale)													
			Start Date:													
Change Strategy			Week 1		Week 3	Week 4									Week	
(Selected from Key Driver Diagram)	looting	Responsible		Z	3	4	5	0	1	0	9	10	11	12	13	14

Test: Start with 1 family, 1 home visitor, 1 visit and test a few families/home visitors/visits **Implementation**: Expanding change strategy to all MIECHV families

Scale: Program wide adoption