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| **Action Item** | **Action Plan** | **Target Date Responsibility** |
| Define Improvement opportunity(s) (PROBLEM) |  |  |
| What disparities will be addressed? CLARIFY |  |  |
| What is the Cause of the Problem? 5 Whys |  |  |
| Type of Measure: Process, Outcome, Efficiency |  |  |
| Aim Statement (SMART) Specific, measureable, Achievable/attainable, Realistic/relevant, Time-bound.  |  |  |
| Feasibility and impact of project, Is focus narrow enough.  |  |  |
| Who will be on the team (Interprofessional engagement). |  |  |
| What will you measure? How will you get the data? Data collection plan, point of contact, resources. MEASURE |  |  |
| What quality metrics and benchmarks will we use? |  |  |
| PDSA Cycle What will you test? IMPROVE |  |  |
| How will you know improvement has been made? ANALYZE |  |  |
| What is sustainability plan? CONTROL |  |  |