|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Intervention** **Title:** | Project title must be easy to understand, specific, and clear.  Make your project title stand out | | | |
| **Sponsor Name:** | (Immediate supervisor or manager ) | | | |
| **Lead Name:** | Leader of the project; facilitates the actions | | | |
| **RPI Coach:** | Coaches team members, process owner and executive sponsor in project identification and problem-solving methods | | | |
| **Initiating department** |  | | | |
| **Project Team** | **Name/ID#** | | **Main role in PI . Example:**  **Recorder, analyst, expert, facilitator** | |
|  | **Staff Full Name/ ID #** | | **Staff Role** | |
| **Start date** | **Project initiation date** | **Estimated End Date** | | **Project estimated end date**  **(no longer than 3 month of the start date)** |

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| --- | --- |
| **Step** **1.** **What** **are** **you** **trying** **to** **achieve?** | |
| **Current practice**  **Describe Current Problem** | **Targeted Practice**  **Enter target practice** |
| Problem statement: Define why the project is needed answer (when, where, what) | What are you trying to achieve?  link the problem to one or more of the strategic goals, business metrics, or performance indicators use internal target or benchmark with the best practice |

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| **SMART AIM** |
| **1. What will the improvement increase or decrease?** |
| Determine extent or magnitude of problem |
| **2. Group or population improvement will affect?** |
| Identify the customer who is most affected by this problem |
| **3. Baseline (From what) and goal (To what)? (Optional)** |
| Write down the latest data and what is the set target, baseline is optional for just do IT projects |
| **4. Time frame Written as date (by when & sustain for how long)?** |
| By Project end Date, and sustain for (one, two three .. years) |

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| **Step** **2.** **Classify** **the** **root** **cause** **(reason)** **of** **the** **gap** **using** **5** **whys**:  ask “why” on the cause of underlying symptom, and asking further “Why” on the answer, to probe at a deeper level.  The number “five” is arbitrary, stop when: the corrective actions do not change, the answers become less important. the root cause condition is isolated. Five usually provides the ultimate root cause. | | | |
| **What is the: Problem/issue/ Pain**  point? | | What is the problem / issue to be addressed? |
| **Why?** | Why did the problem arise? | |
| **Why?** | Click or tap here to enter text. | |
| **Why?** | Click or tap here to enter text. | |
| **Why?** | Click or tap here to enter text. | |
| **Root cause**  **Why?** | Click or tap here to enter text. | |
|  | | Issue that will be fixed |

|  |  |  |
| --- | --- | --- |
| **Step** **3.** **Choose** **the** **solution** **to** **solve** **the** **most** **common** **reason/** **cause:** | | |
| **Actions**  **List all actions taken to solve the problem (one action per bullet)** | **Involved Person**  **List the assigned person for each action** | **Time Frame**  **List the estimated time frame for each action** |
| 1. First action 2. Example Contact HITA 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. | 1. Will be done by who 2. Rana Aldawalibi 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. 6. Click or tap here to enter text. | 1. Time frame for action to be completed 2. BY 7/10/2022 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. 6. Click or tap here to enter text. |

**Change Ideas were tested/ piloted before implementation:**  Yes No NA

**Results:** Insert relevant graphs and charts to illustrate improvement over time. *Insert relevant graphs, data, charts, etc.*

|  |  |
| --- | --- |
| **Step** **4.** **List** **the** **lessons** **learned** **and** **the** **standard** **work** **to** **prevent** **reoccurrence:** | |
| **Lessons Learned**  **List the impact of this improvement and how it might affect other sections /units/departments** | **Standard Work**  **Education and monitor any incident or complaint related to** |
| 1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. 6. Click or tap here to enter text. | 1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. 6. Click or tap here to enter text. |

**Note:** Upon completion, please share the form with your Quality Coordinator/ Designee.

For more information contact Quality Management Department

**Thank you**