

# My QI Project Worksheet

Use this sheet to keep track of your project and turn in to Drs. Mirza/Garber/Scimeme PRIOR TO quarterly residency QI meetings starting in January of intern year through project completion.

Problem:

Project SMART aim:

Team Members:

Mentor:

Our first change:

What we will Measure:

Outcome measure:

Process measures

Balancing measures:

How will we collect our baseline and project data?

Assign Team Role Specifics

- Team Member 1
- Team Member 2
- Team Member 3
- Team Member 4

What's the plan?

Start Date:

Tracking Progress (use when starting a busy rotation, for example)

Date: \_\_\_\_\_

What was our team's last step?

What is our next step so I can pick back up where we left off?