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| Quality Improvement Project Outline |

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| Team |
| **ROLE** | **RESPONSIBILITY** | **NAME** |
| Champion/Sponsor |  |  |
| Team Leader |  |  |
| Data Manager |  |  |
| QI Expert / Coach |  |  |
| Front Line Team Member/s |  |  |
| Manager Front Line Team Member/s |  |  |

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| Three Questions |
| **THE THREE QUESTIONS** | **DEVELOP** | **YOUR ANSWERS** |
| What are you trying to accomplish? | **AIM** |  |
| How will you know if a change is an improvement? | **METRIC** |  |
| What change will you make that will result in an improvement? | **CHANGE** |  |

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| DMAIC |
| **PHASE** | **KEY COMPONENTS** | **PROJECT DETAILS** |
| Define | Gap:Aim with Timeline: |  |
| Measure | Baseline Measure:Data Source:Sample Size: |  |
| Analyze | Contributing Factors: |  |
| Improve | Intervention:Re-measure (Graphical Display): |  |
| Control | Project Owner:Control Plan:Communication:Lessons Learned: |  |

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| Accomplishments:  |