# Template for Tracking QI Projects

The following template was put together to assist local health departments (LHDs) in tracking QI projects that are occurring within the agency. The template can be adapted based on LHD and specific QI project needs and is intended to be updated on a frequent basis throughout the project period.

# Quality Improvement Project Tracking Template

## Local Health Department Name

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| **QI Project Title** | **Division and/or Program Name:** |  |
| **QI Team Leader Name:** |  | **Accreditation MPR/Indicator #, if Applicable:**  |  |
| **Contact Information (phone/email):** |  | **Last Date Plan was Updated:** |  |
| **1. Problem/Process to Improve** | **2. Measure(s)** | **3. Baseline Result** | **4. Root Cause(s)** | **5. Action(s)** | **6. Goal(s)** | **7. Time Frame** | **8. Evaluation Process** |
|  | Measure(s) to be addressed. | Enter the baseline result for the performance of each measure. | State the underlying root cause(s) for the difference between the desired level of performance of each measure.  | For each identified root cause, describe the specific actions your Division will take to achieve improvement in the measure. Actions may include modifying specific protocols, processes, procedures, or internal LHD systems as needed to obtain a change.  | Describe, in measurable terms, the goal to be achieved for the associated measure (e.g., “To increase our baseline measurement of 30% to 70%.) | Provide the time frame for the implementation of all improvement action(s) listed. The begin (B) date represents the earliest date of all activities to be implemented, while the end (E) date represents the date of the latest activity to be implemented for the associated measure.  | Describe the evaluation process that your Division will use to ensure that measureable performance improvement is achieved.  |
|  |  |  |  |  |  | B |  |  |
| E |  |