

<i>(ISBAR “BBQ conversation”)</i>	Project Overview Planning Template
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Successful projects are those that are crystal clear and well defined. This template is designed to help you strip your project back to its essential elements so that you can get focused on exactly what you’re doing and how - and so you can engage others through a clear, succinct explanation.

Introduction	Project:
<i>ISBAR ‘BBQ Conversation’</i>	Project Leader Name, Organisation, and Role:
<i>“What’s the project you’re working on at the moment?”</i>	Project Title:
Situation	Reason for the Project:
<i>“Sounds complex. What’s the reason behind it?”</i>	<ul style="list-style-type: none"> ▪ What problem are you trying to solve? ▪ What do you want to improve?
Background	Context - what is driving the project? What is the goal?
<i>“Tell me more: Is the problem really that bad? Why are you tackling it now? Does it only affect your organisation? Is anyone else looking at the same problem?”</i>	Why are you doing the project? <ul style="list-style-type: none"> ▪ Local context ▪ Broader context - Nationally, internationally ▪ Info/measures from others that we can use
Assessment	What are you trying to achieve through the project? - be specific
<i>What is going to be different when you’re done? How will you know the changes are in place and working?</i>	<ul style="list-style-type: none"> ▪ What do you want to be different as a result of your project?

<p><i>“Will consumers of your service (like my mum) think things are better because of your changes?”</i></p> <p><i>What do you think they’ll tell their families about the way things are now?”</i></p> <p><i>“How will you know?”</i></p>	<ul style="list-style-type: none"> ▪ What improvement to their care and service will your consumers notice? ▪ How will their experience of your service be better? ▪ How will you measure this?
<p><i>“Will the consumers actually be better off because of the project?”</i></p> <p><i>‘How will you know?’</i></p>	<ul style="list-style-type: none"> ▪ How will this improve the results of their treatment and/or their health and wellbeing outcomes and/or their quality of life? ▪ How will you measure/demonstrate this?
<p><i>“So, sum it up in one line for me: what exactly are you going to do?”</i></p>	<p>When you’ve answered these questions, wrap it up in one ‘BBQ conversation’ plain language sentence:</p> <p>The purpose of the (insert project title) project is to change (insert what will be changed) to achieve (insert how your consumers will be better off).</p>
	<ul style="list-style-type: none"> ▪ As a result of the project workup steps 1, 2 and 3, what problems are likely to get in the way of you achieving your timelines and results? What could interfere with your success? ▪ What is one thing you can do/strategy you will put in place to start to solve/avoid each problem by the end of this month?
<p>Real-time planning</p>	<p>Getting started and planning a realistic timeline</p>
<p><i>“Where are you going to start?”</i></p>	<ul style="list-style-type: none"> ▪ What must you do in the next two weeks to get your project underway? <ul style="list-style-type: none"> • Easy steps I can control and take immediately • More difficult steps I can’t directly make happen and need assistance with from others
	<ul style="list-style-type: none"> ▪ What is one thing I will commit to doing differently/better to give my project every chance of success?

Adapted by Andrea Kattula and Cathy Balding from Balding, C., 2013, *‘Create a great Quality System in Six Months’* (in press). ISBAR component adapted from *ISBAR - A structured communication strategy including: Introduction, Situation, Background, Assessment, Recommendations*, with origins in the US Navy (in an SBAR format), modified and adapted for healthcare (Hunter New England Health, 2009)