## QAPI - Quality Improvement Project – Worksheet

1. **What seems to be the problem? What do I want to improve? What am I trying to accomplish?**

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1. **Write the problem statement.**

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1. **Do I have a baseline data? Yes** **[ ]  No** **[ ]  if not, what data can be collect, by whom, when and how?**

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1. **What performance improvement tools can I use?**

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1. **What are my performance goals?**

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1. **What are my performances measures?**

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1. **How will I know that a change is an improvement?**

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1. **How will I evaluate and monitor progress and how often?**

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1. **Who should be on the team for this QI project?**

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1. **What will be my next steps?**

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