




## Project Planning Form

The Project Planning Form is a useful tool for planning an entire improvement project, including a listing of all of the changes that the team is testing, all of the Plan-Do-Study-Act (PDSA) cycles for each change, the person responsible for each test of change, and the timeframe for each test. The form allows a team to see at a glance the overall picture of the project.

Use the Project Planning Form to help your team plan and keep track of an entire improvement project. At the start of the project, state the aim and the goal of the project. List the changes you are testing, and the PDSA cycles for each change. Assign an individual responsibility for each change. Estimate the time frame for each cycle. As the project continues, update the Project Planning Form.

### **This tool contains:**

-  Project Planning Form
-  Example Project Planning Form: Athsma
-  Example Project Planning Form: Depression



Project Planning Form

**Project Planning Form**

**Project / Team:**

**Aim:**

**Measure(s):**

Cycle No.	Change Tested	Person(s) Responsible	Week																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18



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**Example: Project Planning Form – Depression**

**Aim:** To redesign our system of care for people with depression to achieve a 30% increase in the proportion of patients experiencing a major improvement in depressive symptoms after 12 weeks, and a 25% increase in the number of patients continuing depression treatment at 12 weeks after initiation, *in Medicine clinic and in three other primary care clinics (Family Practice, OB, Adolescent Med)*

**Measures (goals):** 75% of patients will have a structured diagnostic assessment, 80% of patients will have documented use of education materials, > 75% will have a follow-up assessment within 1st 8 weeks, and 60% of patients will have a 15 point decrease in PHQ-9 scores.

**Chronic Care Model Component: Practice Redesign**

Cycle No.	Change Tested	Person(s) Responsible	Week																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1a	Expand use of red flags and structured assessment to Family Practice clinic	Rob, Dr. Johnson	—————●																	
1b *	Assist with spread to other primary care clinics (OB, Adolescent Med)	Rob									—————●									
2a	Implement active follow-up to all of Medicine Clinic.	Lynn	—————●																	
2b	Test active Follow-up in Family Practice	Sandy, Rob	—————●																	
2c	Implement follow-up in Family Practice	Rob								—————●										
2d *	Assist w/ Spread: Teach process for active follow-up to other primary care clinics	Lynn													—————●					
3a	Implement Same Day consults for Medicine and Family Practice	Dr. Smith								—————●										
3b *	Spread: Teach to Test and try Same Day consults in other primary care clinics	Dr. Smith													—————●					