## Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Current State – What works well/what we want to do more of: | |
| PeopleProcessesToolsEnvironment | *e.g. Connecting with the CNL as the “source of truth” is working well for the CNLs, Allied Health and Physicians. We want to continue this process and spread it to more team members.* |
| Opportunities for Improvement – What we want to change: | |
| PeopleProcessesToolsEnvironment | *e.g. Medical goals for discharge are being charted in different places and most of the team doesn’t know where to find them. We want to leverage existing technology to support consistent documentation by team members.* |

# Impact-Effort Matrix

**Impact**

**High**

**Low**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Hard**

**Easy**

**Effort**

**Hard**

# Planning Form

|  |  |  |
| --- | --- | --- |
| WHAT | | WHEN |
| AIM | **What practice do you want to change?**  *e.g. Improve communication of patients’ medical goals for discharge by optimizing STR* | Date you are starting this practice change (dd/mm/yyyy) |
| PLAN | **What needs to be in place to do this?**  *Is everyone familiar with STR already? Are team members likely to be talking to each other or do you need to share the idea with others? How are you going to do this?*  ***Write down what steps you need to take and who is going to do them.*** | When will you start? Next week? On Monday? |

## Create a separate form for each test of change being planned