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| --- | --- | --- | --- | --- | --- |
| **START DATE** | | **REVIEW DATE(S)** | **COMPLETE DATE** | **PIP SQUAD MEMBERS** | |
|  | |  |  |
| **PROJECT LEADER:** | |  | | **1.** |  |
| **2.** |  |
| **3.** |  |
| **KEY AREA FOR IMPROVEMENT:** | |  | | **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **GOAL:** | **S**pecific |  | | | |
| **M**easureable |
| **A**ction Oriented |
| **R**ealistic |
| **T**ime Bound |
| **WHAT IS THE ROOT CAUSE(S) FOR THE PROBLEM? Ask “Why is this happening?” 5 times. If you removed this root cause, would the event have been prevented?** | | | | | |
|  | | | | | |
| **BARRIERS:** | | | | | |
|  | | | | | |
| **BRAINSTORM POSSIBLE SOLUTIONS and START YOUR PDSA CYCLE (PLAN, DO, STUDY, ACT) – See page 2** | | | | | |

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| --- |
| **BRAINSTORM:** |
|  |

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| --- | --- | --- | --- | --- | --- |
| **PLAN** | **DO** | | | **STUDY AND ACT** | |
| **LIST THE TASKS TO BE DONE** | **RESPONSIBLE MEMBER** | **START DATE** | **ACTUAL COMPLETION DATE** | **COMMENTS**  **(RESULTS/LESSONS LEANRED)** | **ADOPT/ADAPT/ABANDON**  **(CHOOSE ONE)** |
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| **STUDY AND ACT** | | | | | |
| **BENCHMARKS/METRICS**  **How will we measure progress** | **BASELINE** | **FIRST MEASUREMENT** | **SECOND MEASUREMENT** | **FINAL MEASUREMENT** | **COMMENTS** |
| **DATE** | **DATE** | **DATE** | **DATE** |
|  |  |  |  |  |  |
|  |  |  |  |

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