**Performance Improvement Project (PIP) Guide**

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| **Start Date** | **Review Date(s)**  | **Complete Date** | **PIP Squad Members** |
|       |       |        | 1.      2.      3.      4.           5.      6.      7.       |
| **Project Leader**      |       |
| **Key Area for Improvement** |  |
| **Goal:** | **S**pecific **M**easurable**A**ction-Oriented **R**ealistic**T**ime Bound**I**nclusive**E**quitable  |  |
| **What is the Root Cause(s) for the problem? Ask ‘Why is this happening?’ 5 times. If you removed the root cause, would this event have been prevented?** |
|       |
| **What are potential barriers?**  |
|       |
| **Brainstorm possible solutions and start your PDSA [PLAN DO STUDY ACT] Cycle - see page 2** |
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| **Plan** | **Do** | **Study and Act** |
| **List the tasks to be done** | **Responsible Team Member** | **Start** **Date** | **Completion** **Date** | **Comments/Lessons Learned** | **Adopt/Adapt/Abandon** |
|       |       |       |       |       |       |
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| **Benchmarks/metrics** **[how will we measure progress?]** | **Study and Act** |
| **Baseline****Date** | **First Measurement****Date** | **Second Measurement****Date** | **Final Measurement****Date** | **Comments** |
|       |       |       |       |       |       |
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