**A screenshot of a cell phone

Description automatically generatedPerformance 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** | | | | | | | | | | |
|  | | | | | | | | | | |
| **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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