

IHQC Project Design Checklist

1. *Discover & Focus: Identify the Organization's Priorities and Drivers*

Recommended Tool(s) to Complete: Inventory of Projects; Stakeholder Mapping; Prioritization Matrix

- Identify/review current organizational priorities and existing major projects.
- Identify priorities or themes not being addressed by existing or planned projects.
- Understand goals & needs of your key stakeholders and determine initial communication plan.
- Narrow Your Focus: using a prioritization matrix, prioritize potential projects topics your team could address

2. *Understand: Understand the Current State*

Recommended Tool(s) to Complete: Process Flow Maps, Staff Interviews, and/or Gemba Walks

- Gather information about how the current system works
 - o Gather baseline data and review recent trends.
 - o Interview key stakeholders
 - o Develop way to visualize the process or system (e.g. workflow maps, block diagrams)
 - o Observe the process in real time (e.g., Gemba walks): what's working well, what challenges are staff or patients experiencing?
- Share observations with your colleagues to confirm accuracy of your findings; obtain confirmation/approvals when appropriate from leadership, key stakeholders, and champions

3. *Brainstorm: Review Best Practices and Engage in Group Brainstorming*

Recommended Tool(s) to Complete: Driver Diagrams, Priority Matrix

- Internally: summarize what has been tried/tested at your organization and why this did/didn't work.
- Externally: Identify best practices or explore innovative approaches to support how we reach our aim.
- Develop and prioritize key activity areas associated with the project
- Start creating the vision and theory of change for this project (e.g., Driver Diagram) – what will change and be improved at the end of the project?

4. *Design: Create Your Project Plan*

Recommended Tool(s) to Complete: Project Charter and Project Plan, Measures Collection Plan, RACI Chart

A) Draft Project Charter

- Create Driver Diagram/Logic Model to outline project and describe your theory of change
- Develop project aim and goals, including SMART elements
- Develop project timeline with a plan to complete key activities and deliverables
- Review & refine project charter elements with team

B) Define Measures

- Identify key indicators of success and their current state
- Create measures collection plan outlining outcome, intervention, & system measures.
- Test measurement strategy, including data report, manual data pulls, etc.
- Finalize measurement strategy
- Collect baseline data for each project measure.

C) Establish Team

- Identify team leadership
- Develop team member roles and responsibilities with team lead.
- Identify and recruit team members.