**Definitions**

***Aim/Desired Outcome:*** This is what you’re hoping to achieve by accomplishing your plan or your goal.

***Barriers:*** These are problems, attitudes, and challenges that you should think about and address to achieve success. ***Task(s):*** These are the steps/strategies needed to reach an aim/desired outcome.

***Responsible Party(ies):*** These are the people who are assigned to the task.

# Resources In‐hand/ Resources Needed:

Resources in‐hand: are people, time, materials, and know‐how that already exist within your program and could be used to accomplish your tasks. Resources needed: are people, time, materials, and know‐how outside of your program needed to accomplish your tasks.

***Measurement – How will the team know if the aim is achieved? ‐*** This is a simple way of keeping track of progress toward an aim/desired outcome. It should be easily tracked, and commonly understood. It data should be regularly checked to avoid wasting time on strategies that do not achieve your aim/desired outcome. Successful programs check in on average of every two weeks. For example, if you have a goal of increasing physical activity you need to:

1. Understand how many minutes of physical activity is currently happening on average throughout the program
2. Introduce your task/strategy for achieving your increased minutes of physical activity
3. Re‐measure the amount of time of physical activity occurring in the program after your strategy has been rolled out
4. If your goal has not been reached, try a new strategy

***Timeline/ Benchmarks‐*** This is the time frame that programs assign to a task or aim. The benchmarks are the steps along the way that will let a program know they are on track toward achieving their aim/outcome.

# Test of Plan

***Is this plan worth doing?*** Answering yes to this means that you believe achieving your aim will have positive results for children, families, staff, or your business. Some plans that are REALLY worth doing have positive outcomes for all of those reasons.

***Is this plan concrete, specific, and measurable?*** Answering yes to this means that when you/your program looks back at the goal, it will NOT be a matter of opinion if there is success or not. Instead you will be able to show clear results through your measurement.

***Will the result of this plan improve outcomes?*** Answering yes to this means that there is a high likelihood that changes will be positive.

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| **Quality Improvement Area** | **Aim/Desired Outcome** | **Barriers** | **Task(s)** | **Responsible Party(ies)** | **Resources In‐ hand/ Resources Needed** | **Measurement** | **Timeline/ Benchmarks** | **Test of Plan** |
|  |  |  |  |  |  |  |  | *Worth doing?* Yes No *Measureable?* Yes No*Improve outcomes?* Yes No  |
|  |  |  |  |  |  |  |  | *Worth doing?* Yes No *Measureable?* Yes No*Improve outcomes?* Yes No  |
|  |  |  |  |  |  |  |  | *Worth doing?* Yes No *Measureable?* Yes No*Improve outcomes?* Yes No  |
|  |  |  |  |  |  |  |  | *Worth doing? Yes No Measureable? Yes No**Improve outcomes? Yes No Inclusive?* |