**eCQI Project Management Checklist**

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| **Top Level Tasks** | **Sub Tasks** | **Date Complete** | **Comments** |
|  |  |  |  |
| Identify Project Scope |  |  |  |
|  | Identify outcome measure(s) |  |  |
|  | Establish baseline data/Confirm EHR workflow to support outcome measure |  |  |
|  | Document Project Scope |  |  |
| Select Project Team |  |  |  |
|  | Document roles and responsibilities on Project Scope |  |  |
| Create Change Backlog |  |  |  |
|  | Brainstorm list of possible changes |  |  |
|  | Review possible EHR functionality and clinical workflow changes |  |  |
|  | Prioritize change backlog |  |  |
|  | Document change backlog on Project Scope Document |  |  |
| Create Sprint Backlog |  |  |  |
|  | Identify changes to be included in Sprint |  |  |
|  | Create PDSA document |  |  |
| Perform PDSA cycle |  |  |  |
|  | Document PDSA findings (update PDSA document) |  |  |
| Perform Sprint Review |  |  |  |
|  | Review and update Change Backlog |  |  |
| Continue Sprint/PDSA cycle as needed |  |  |  |
|  | Goals of project are met |  |  |
| Stabilize/Spread |  |  |  |
|  | Identify ongoing tracking of improvement |  |  |
|  | Create implementation plan |  |  |
|  | Spread improvement according to plan |  |  |
| Close Project |  |  |  |
|  | Document lessons learned and best practices to be used on future eCQI projects |  |  |