QI Project Brief Proposal

(Tool for clarifying and authorizing QI projects)

Project Title	
Initiation Date	
Project Lead / Division	
Project Sponsor (as needed for staff time allocation	

Project Description/Purpose: *(What is the problem or opportunity?)*

Problem or Opportunity Statement: *(Description of the issue(s) to be addressed)*

Business Case: *(Why should resources be assigned to this project?)*

Project Aim (SMART): *(The project goal: Specific, Measurable, Achievable, Reasonable, Time-bound)*

Improvement Metric: *(What will you use to measure improvement? Examples include: error reduction, staff time-savings, cycle time reduction, increased customer satisfaction, increased equity.) Note specifically how the metric will be calculated.*

Equity Impact: *Will this project impact underrepresented groups? If so, which groups? How do you expect they will be impacted?*

Any Other Benefits?

Deliverables: *(What tangible "products" are expected at the end of this project?)*

Key Stakeholders: *(Who will be impacted by this project? Include client/user groups, internal work units, or other entities that will be impacted.)*

Estimated Timeline with Milestones: *(What is the expected project duration? Note significant milestones.)*

More questions? Email QIC@multco.us