

QI Project Completion Report

Project Name

Work Unit/Division

Report Date:

Project Sponsor:

Project Lead (Author):

Project Team:

Project Summary: *Brief summary of the project journey – problem statement, aim, challenges, final results*

Improvement Metric(s) and Improvement Test Results 1) *Identify the improvement metric used. 2) Note its baseline value. 3) Note value and results after testing change. (Graphs of metric data are also helpful to communicating results.)*

Lessons Learned: *Focus on what this project accomplished for program operations, clients, or staff. Be specific. What worked well in this QI project? What would you do differently next time? Any benefits or challenges not anticipated?*



More questions? Email QIC@multco.us