

IMPLEMENTATION CHECKLIST

Use for each PDSA implemented during the life of the project AND later to create one document to summarize all changes made during a project. Provides structure for sustainability.

Project Description: **Short Name**

Sponsor:

Description of change(s): List and describe all changes that were implemented during a successful PDSA or to Summarize all changes. (Example: 1. New checklist) PDSA checklists will be used at the conclusion of the project to Summarize changes and impact on the Implementation Checklist Summary) For summaries, number and list all changes implemented (Example 1. New checklist 2-Revised coding; 3-Revised MRI settings/time					
Implementation date(s): Use the Implementation PDSA effective date for each change. For the summary list by change number above. (Example 1-6/12/2016; 2-4/4/2016; 3-7/1/2016)					
Predicted impact of change on key measures:					
	Measure	Original Level of Performance		Level at Implementation	
1					
2	List ALL measures from the Ami™ charter	Level BEFORE ALL changes		Level AFTER ALL changes	
3					
4					
5					
5					
Processes or Products affected by the change:					
	Processes or Products Affected	Process or Product Owner	Number of People Affected	Change in Standard? Yes/No	Measured Acceptance High/Med/Low
1	List ALL key processes affected by the changes			Were Requirements Changed ?	Use Stakeholder Satisfaction Survey Results from Implementation PDSA
2					
3					
4					
5					
Documentation of change:					
Date	Documentation Description	Document Location	Defined By	Approved By	Update Responsibility
	Materials/forms defined, available with method to update in place				
	Procedure defined, available with method to update in place				
	Equipment defined available with method to update additions in place				
	Equipment layout defined & labeled (use pictures if applicable)				
	Changes in job descriptions or role statements complete.				
Documentation Descriptions are guidelines and can be replaced by more specific descriptions but generally should be considered as the structure needed to sustain the improvement.					
Impact on training:					
Date	Documentation Description	Document Location	Defined By	Approved By	Training Responsibility
	Training procedure defined for implementation.				
	Training schedule complete				
	New employee training procedure complete.				
	Procedure defined which ensures Training procedure is kept up to date due to changes in materials, forms, procedures, equipment, layouts or job descriptions				
Training is a critical component for sustainability as people's responsibilities change. Documentation of training is needed with higher frequency (consider short videos with easy access) especially for processes or services which occur intermittently or have low frequency. (monthly, yearly, as required)					
Measurements required:					
Date	Documentation Description	Document Location	Frequency	Approved/ Reviewed By	Charting/Analysis Responsibility
	New measurements defined and tied to role descriptions				
	Measurement procedures (including analysis) defined.				
	Measurement review schedule defined				
Select only those measures which are needed to detect special causes (good & bad) for learning and detecting changes which require inquiry or action to sustain the improvement. Integrating these measures into role descriptions and responsibilities assists sustainability.					