

Action Plan

Instructions: Use this action plan to help you think through the steps of coaching your team's Quality Improvement project. It will be useful to return to this planning tool so you can add to it as you consider what you will need to do for each of the areas you will be coaching.

Topic Area	Specific Activities	Time Frame	Resources /Support Needed
Starting with a team			
Baseline, aims, problem analysis			
Change ideas, PDSAs			
Ongoing support and sustaining gains			