

**PROJECT NAME:**

**Institution:**

**Primary Author:**

**Secondary Author:**

**Project Category: Systems Engineering**

Please complete all of the following sections.

Submission is limited to a maximum word count of 1500 (not including text in graphs).

**Overview:** *Describe 1) where the work was completed (in what type of department/unit); 2) the reason the change was needed; 3) what faculty/staff/patient groups were involved, and 4) the alignment to organizational goals.*

**Aim Statement (max points 150):** *Describe the problem that you sought to address.*

**Measures of Success:** *How did you measure the impact of your proposed change?*

**Use of Quality Tools (max points 250):** W*hat quality tools did you use to identify and monitor progress and solve the problem? Provide sample QI tools, such as fishbone diagram or process map.*

**Interventions (max points 150 includes points for innovation):** W*hat was your overall improvement plan? How did you implement the proposed change? Who was involved in implementing the change? How did you communicate the change to all key stakeholders? What was the timeline for the change? Describe any features you feel were especially innovative.*

**Results (max points 250):** *Include all results, using control charts, graphs or tables as appropriate.*

**Revenue Enhancement /Cost Avoidance / Generalizability (max points 200):** W*hat is the revenue enhancement /cost avoidance and/or savings for your project? Did you implement this project in multiple sites after determining that your change was successful?*

**Conclusions and Next Steps:** *Describe your conclusions drawn from this project and any recommendations for future work. How does this project align with organizational goals? Describe, as applicable, how you plan to move ahead with this project.*