AQIP Mini Project Reporting Sheet

Name_____________________________ Date_____________________

Department/Division______________________________

Statement of the Problem (What do you want or need to improve?)

Desired measurable outcomes? (What are your goals?)

Methodology (How or what are you going to do to improve?)

Measurement and review (How will you assess your outcomes and how will you review them for continuous quality improvement?)

Did this solve the problem or improve the situation? Would you do anything differently?