

# Action Plan

Project Name: \_\_\_\_\_

Team Members: \_\_\_\_\_

## Action Plan

### *What are we trying to accomplish?*

**Purpose of project**

**Improvement Goal**

### *How will we know that a change is an improvement?*

**Current measurement or baseline**

**What we are going to measure on an ongoing basis**

**Measurement goal**

### *What action can we test that will result in a small improvement towards our goal?*

**Change concepts and ideas to test that will improve on the item you are measuring**

*... continued*

## Action Plan

*... continued*

### ***How will we manage the improvement project?***

**Ground rules for working through this improvement**

**Roles and responsibilities**

**Realistic schedule**

**Key dates**