

QAPI Performance Improvement Planning Worksheet



Facility Name: _____ Date: _____
 Team Leader and Members: _____

1. What are you trying to accomplish?

Look back at your team's aim statement. Provide steps for the overall performance improvement plan and list what has to happen and in order or priority.

2. How will you know that a change, or action, is an improvement?

Define simple measures that can be compared before and after you have implemented your action steps. Identify your source.

Data Source: _____ Date: _____

Measure 1: _____

Measure 2: _____

Measure 3: _____

3. What changes can you make that will result in improvement?

What action step(s) can your team take to remove a barrier or improve despite the existence of a barrier?

| Action Step | Person(s) Responsible | Completion Date | Outcome |
|-------------|-----------------------|-----------------|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

