

A3 Project Planning Worksheet (Page 1)

Topic/Title: _____ Date: _____
 Project Owner: _____ Dept.: _____

For instructions, log onto ETCHnet and visit the [Project Planning Process](#) link at the bottom of the main page.

Identify Need

1) What is the issue/need?

2) Which Organizational Strategic Goal(s) does this issue impact?

- Leader in Safety, Quality and Value Positioning for the Future
 Strategic Partnerships Financial Strength and Integrity Great Place to Work

Notes:

3) Describe the current state (Include background information, pre-data, and patient/family input).

Validated? Attach supporting information with Reference List (e.g. Evidence-based research, data).

4) What is the underlying cause of the issue/need? (Drill down to the root cause of the problem by asking, "Why?" How will it prevent the issue from reoccurring?)

5) Who is affected by this issue/need? (List departments/positions and patients/families.)

Determine Scope

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Leadership Mentor: _____
 (Council Advisor, Manager, Educator, LLT, Other)



Identify Outcome

6) Describe your ideal future state. (What is the change you want to achieve?)

Confirm: Have you reviewed ideal state with stakeholders?

7) What outcome will be measured? List potential method/source.

Validated? Will the outcomes prove/show achievement of the ideal future state?



Determine Next Steps: Visit the [Project Planning Process](#) on ETCHnet to determine if eligible for Continuing Nursing Education (CNE) and deciding if contacting a council is necessary.



8) Develop a step-by-step implementation plan. (Include specific educational needs, who is responsible, when it will be completed, cost, and benefit)

9) How will you test/trial the proposed future state change (if possible).

10) How do you plan to follow-up and assess that your outcomes were achieved (Include post data)?

Completion Date _____

Implement and Evaluate