What am I trying to accomplish

Aim statement with a numerical component, a time frame and specific measurable target that stretches you

What is the problem to be addressed? (1-2 sentences)

Why do you need to do this? (4-5 sentences)

What are the expected benefits? (4-5 sentences)

You can use this as an "elevator pitch for your project"

Who should be in your team? Are there any other "stakeholders?"

How Will I Know Change is An Improvement?

What are my outcome, process and balancing measures?
(1 outcome measure, 2-3 process measures, 1or 2 balancing measures)

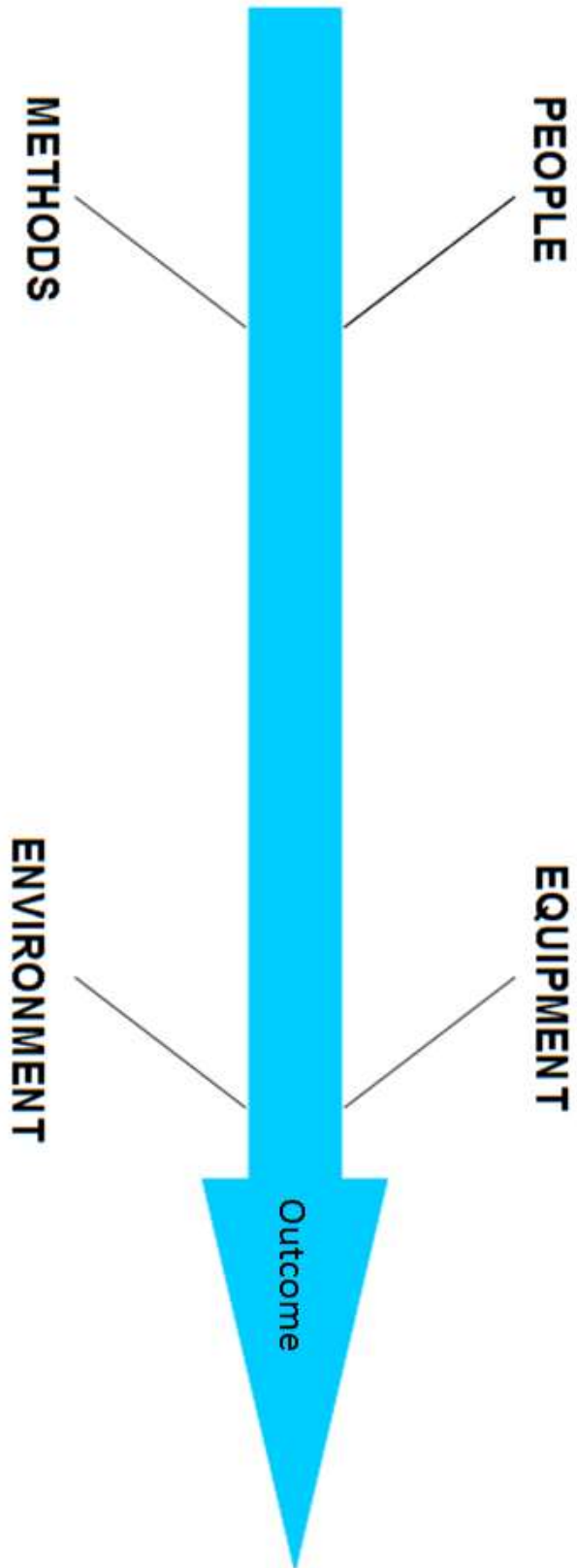**Outcome**

Process

Balance

Who will measure?

How will they measure? (What are the data sources)

How often? (daily, weekly, monthly?)

Where will we record our measures?

What are our operational definitions? e.g. what is a fall? What does timely antibiotic administration mean?

METHODS

PEOPLE

ENVIRONMENT

EQUIPMENT

Outcome

Identify what needs to changing using the COM-B Model

COM-B Components		Intervention
Physical capability	Do they have the physical skills to do it?	Training? Education Overcome physical barrier
Psychological capability	Do they know why it's important? Do they know how to do it?	Training Education
Physical opportunity	Do they have time to do it? Do they have environmental resources to do it?	Enable with resources
Social opportunity	Do other people around them do it? Do they have support to do it?	Role modelling Opinion Leaders Social structures
Reflective motivation	Do they want to do it? Is this their job/role? Do they care about the consequences of not doing it? Do they believe that this would be a good thing to do?	Persuasion - logic and emotion Coerce Restrict
Automatic motivation	Do they have established habits and routines for doing it?	Restrict certain behaviours Nudge, desire paths

What change can I make that results in improvement?

Identify some tests of change

Plan:
Who will run the test of change? (small scale initially usually)
Where?
When?

Make your theory explicit
"I predict that if we try x y will happen because….."

Who will measure?
How?
Where?
What?
When?

Do
Record observations

Study
Compare prediction to observation
What have we learned about the system?
Record your learning each time, *even if test failed*

Act
What is your next test? Build on test? Tweak? Scrap?