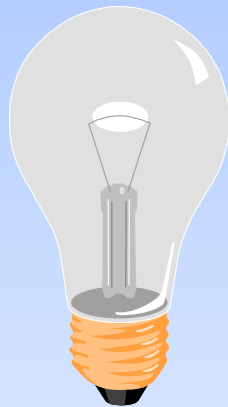


I. How to Identify a PI Project



Example Worksheet

CATALYST PROJECT EVALUATION WORKSHEET

1. *Project Title:* Family Practice Access Project

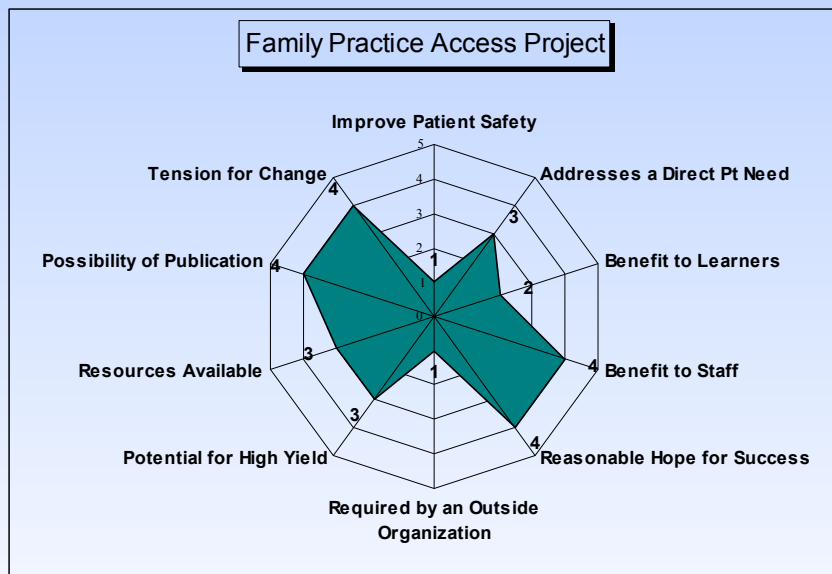
2. *Proposed Project Champion/Leader (?):*

3. *Please give a preliminary description of the project:*

1. Family Practice has unacceptable Pt show rates
2. Several FP employees have attended the NFQI Conference and are willing to take on the project of investigate if Open Access or some alternative would improve access in Family Practice.
3. Improved Access is an Institutional Improvement Goal.

4. *Please score on a 1(lowest) to 4 (highest) scale followed by explanation:*

| | <u>1 - 4</u> | <u>Explanation</u> |
|--|--------------|-----------------------------------|
| 1 <i>Improve Patient Safety</i> | 1 | Probably not |
| 2 <i>Addresses a Direct Pt Need</i> | 3 | Access is a Pt satisfaction issue |
| 3 <i>Benefit to Learners</i> | 2 | May affect their schedules |
| 4 <i>Benefit to Staff</i> | 4 | Will improve Show rate |
| 5 <i>Reasonable Hope for Success</i> | 4 | Good team |
| 6 <i>Required by an Outside Organization</i> | 1 | No |
| 7 <i>Potential for High Yield</i> | 3 | Possible |
| 8 <i>Resources Available</i> | 3 | Several people volunteered |
| 9 <i>Possibility of Publication</i> | 4 | Yes |
| 10 <i>Tension for Change</i> | 4 | Dept Chair wants it |



Research the Problem or Project & Ask Questions

- Is it important to patients? (ref. Items #1, #2 on Spider Graph)
- Is it important to people who work in the system? (ref. Items #3, #4, #10 on Spider Graph)
- Is it important to the organization? (ref. Items #3, #4, #6, #9, #10 on Spider Graph)



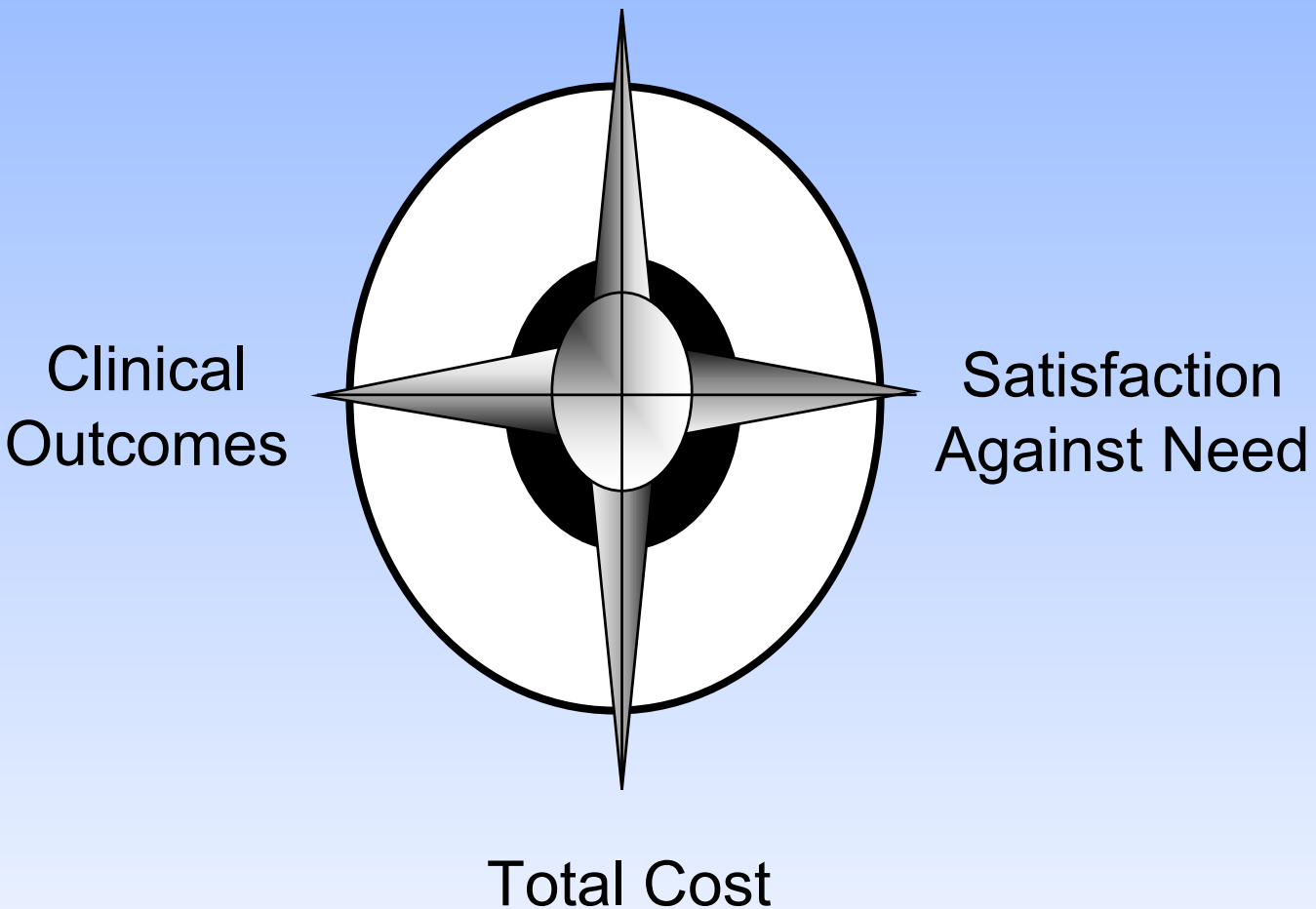
Research the Problem or Project & Ask Questions

- Is it worth the investment? (ref. all items on Spider Graph)
- Is the process required by an outside organization? (ref. items #6, #10 on Spider Graph)
- Is there a champion or leader for the project?



How does your initiative impact each of the 4 cardinal points?

Functional Health Status



Example Worksheet

CATALYST PROJECT EVALUATION WORKSHEET

1. Project Title: _____
2. Proposed Project Champion/Leader (?): _____
3. Please give a preliminary description of the project:

4. Please score on a 1 (lowest) to 4 (highest) scale followed by explanation:

| | <u>1 - 4</u> | <u>Explanation</u> |
|---------------------------------------|--------------|--------------------|
| 1 Improve Patient Safety | _____ | |
| 2 Addresses a Direct Pt Need | _____ | |
| 3 Benefit to Learners | _____ | |
| 4 Benefit to Staff | _____ | |
| 5 Reasonable Hope for Success | _____ | |
| 6 Required by an Outside Organization | _____ | |
| 7 Potential for High Yield | _____ | |
| 8 Resources Available | _____ | |
| 9 Possibility of Publication | _____ | |
| 10 Tension for Change | _____ | |

