



Quality of Service Project Instructions

1. **Review Quality of Service Project Planning Resource Guide:** To help you through the process of identifying your project goals and outcomes, and to develop a detailed project plan.
2. **Complete Quality of Service Project Plan Template:** This template will be submitted with your application. Use it as a guide and update it throughout the project and submit the updated document(s) as part of your progress reports. One project plan must be completed per each facility participating in this outcome to document specific details related to that location.

Project Title: _____

Facility Location: _____

NOTE: If more space is needed than the lines provided, please feel free to attach additional pages.

Project Description: Please provide details of your Quality Improvement Project related to Quality of Service; the description may include areas of development as deemed important in your S.M.A.R.T goal project identification. _____

Outcomes/Objectives: What will define the success on this project? _____

How will progress be tracked and measured? _____

What Action Steps are Needed? <i>(once completed add the date in the identified box)</i>	Completion Date
1.	
2.	
3.	
4.	
5.	
6.	

Identified Barriers and Solutions: Questions I need to answer to complete this project? What else do I need to consider to ensure project success? Given these barriers, how could the project be improved? _____

Summary evaluation of project and effectiveness (Use this space to capture evaluation notes throughout the project and submit an evaluation statement within Progress Report 2): What went well? What did not go well? What improvements can be made? What have I learned? Did the project involve members/residents? Is the project sustainable? Next steps? _____
