



Project Instructions

1. **Review the Project Planning Resource Guide:** To help you through the process of identifying your project goals and outcomes, and to develop a detailed project plan related to recruitment and retention.
2. **Complete this Project Plan Template:** There are specific sections identified within this template to be completed for the application and each progress report throughout the project.
3. **Submit this Project Plan Template:** This template will be submitted with your application and each progress report. One project plan must be completed for 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.

Application Information:

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

Anticipated Project Timeline: Start date _____, End Date _____ or Ongoing _____

Resident Participation: Will the project directly involve members/residents? If yes, what role will they play in the project? If no, what indirect impact will this have on their services? _____

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

How will progress be tracked and measured? _____

What Action Steps are Needed?	Anticipated Date of Completion
1.	
2.	
3.	
4.	
5.	
6.	

Identified Barriers: Questions I need to answer to complete this project? What else do I need to consider to ensure project success?

Progress Report One Information:

Are you still working towards the original project identified above? (Note: if working on a new project, please ensure approval within this outcome has been confirmed by innovation@inclusa.org) Yes or No
If no, what is the new project and why was it chosen?

What are the Action Steps that have been completed?	Date of Completion
1.	
2.	
3.	
4.	
5.	
6.	

Barriers: What challenges have come up in working through this project?

Solutions: How were those identified challenges overcome or what are some possible solutions to those identified challenges? How could the project be improved?

Sustainably: How is this project being incorporated into your everyday services?

Mid-Project Evaluation: What have you learned thus far in the project?

Final Progress Report Information:

Are you still working towards the original project identified above? *(Note: if working on a new project, please ensure approval within this outcome has been confirmed by innovation@inclusa.org)* Yes or No
If no, what is the new project and why was it chosen?

What additional Action Steps have been completed?	Date of Completion
1.	
2.	
3.	
4.	
5.	
6.	

Barriers: What new challenges have come up in completing this project?

Solutions: How were those identified challenges overcome or how did you improve the project given those identified challenges?

Resident Participation: Did the project directly involve members/residents? If yes, what role did they play in the project? If no, what indirect impact did this have on their services?

Sustainably: Is this project going to continue after this Final Progress Report? **Yes or No**

How has the impact of this project been incorporated into your everyday services?

Summary evaluation of project and effectiveness:

What have you learned while completing this project?

Were you able to meet your intended project objectives? If yes, how; if not, what could you have done differently? _____

Thank you, this completes the documentation portion of the project!