

# Exemplar Timeline

PROJECT PHASE	MONTHS											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>Getting Started</b>												
Identify the problem	•											
Collect baseline data	•	•										
Draft the improvement project brief	•	•										
Gain leadership support		•										
Establish governance structure		•										
Assemble an improvement team		•	•									
<b>Making Improvements</b>												
Set your project aim			•									
Flow chart the current process			•	•								
Brainstorm the causes of the problem				•								
Create an Affinity Diagram				•								
Draft your Driver Diagram				•								
Identify and prioritise change ideas				•	•							
Test change ideas via PDSA cycles						•	•	•	•	•	•	•
<b>Data for Improvement</b>												
Define your measures			•	•	•							
Collect and present your data to show improvements over time						•	•	•	•	•	•	→
<b>Communication and Education</b>												
Draft Stakeholder Engagement Plan		•	•	•								
Communicating change activities				•	•	•	•	•	•	•	•	→
Provide education						•	•	•	•	•	•	→
<b>Sustain and Spread</b>												
											•	→