

**eCQI Project Management Checklist**

| **Top Level Tasks** | **Sub Tasks** | **Date Complete** | **Comments** |
| --- | --- | --- | --- |
| Identify Project Scope |  |  |  |
|  | Identify outcome measure(s) |  |  |
|  | Establish baseline data/ confirm EHR workflow to support outcome measure |  |  |
|  | Document project scope |  |  |
| Select Project Team |  |  |  |
|  | Document roles and responsibilities on project scope |  |  |
| Create Change Log |  |  |  |
|  | Brainstorm list of possible changes |  |  |
|  | Review possible EHR functionality and clinical workflow changes |  |  |
|  | Prioritize change backlog |  |  |
|  | Document change backlog on project scope document |  |  |
| Create Sprint Backlog |  |  |  |
|  | Identify changed to be included in sprint |  |  |
|  | Create plan-do-study-act (PDSA) document |  |  |
| Perform PDSA Cycle |  |  |  |
|  | Document PDSA findings (update PDSA document) |  |  |
| Perform Sprint Review |  |  |  |
|  | Review and update change backlog |  |  |
| Continue Sprint/PDSA Cycle (as needed) |  |  |  |
|  | Project goals are met |  |  |
| Stabilize/Spread |  |  |  |
|  | Identify ongoing tracking of improvement |  |  |
|  | Create implementation plan |  |  |
| Close Project | Document lessons learned and best practices to be used on future eCQI projects |  |  |