

Implementation Checklist (Improvement Guide, p. 185)

Description of change:					
Implementation dates: From to .					
Predicted impact of change on key measures:					
	•Measure		•Current Level of Performance		•Predicted Level after Change
•1	•		•		•
•2	•		•		•
•3	•		•		•
•4	•		•		•
•5	•		•		•
•6	•		•		•
•7	•		•		•
•8	•		•		•
Processes or Products affected by the change:					
	•Processes or Products Affected	•Process or Product Owner	•Number of People Affected	•Change in Standard? •Yes/No	•Predicted Acceptance •High/Med/Low
•1	•	•	•	•	•
•2	•	•	•	•	•
•3	•	•	•	•	•
•4	•	•	•	•	•
•5	•	•	•	•	•
•6	•	•	•	•	•
•7	•	•	•	•	•
•8	•	•	•	•	•
Documentation of change: Materials/forms defined. Comments: Procedure defined. Comments: Equipment defined. Comments: Change request procedure. Comments: Changes in job descriptions or role statements. Comments:					
Impact on training: Training procedure defined for implementation. Comments: Training resources allocated. Comments: Training schedule complete. Comments: New employee training procedure complete. Comments:					
Measurements required: New measurements defined. Comments: Measurement procedures defined. Comments: Measurement responsibilities defined. Comments: Measurement review scheduled with responsibilities. Comments: Analysis of data responsibility assigned. Comments:					