1. **Project Background:**
   a. Describe the specific area of care that you focused on.
   b. State the problem or the "gap" in care that you identified.
   c. Include any baseline data that was collected before you started the QI project.

2. **Project Aim:**
   a. Please paste your project aim statement here, or attach your completed aim statement.

3. **Methods:**
   a. Attach the plan-do-study-act (PDSA) cycle(s) that you designed and executed.
   b. Attach any tools that you used.

4. **Results:**
   a. Attach the data you collected and/or analyzed.

5. **Conclusions:**
   a. What did you learn?
   b. Describe how you think you can apply this experience to potential future clinical problems you are likely to encounter.

6. **Sustaining Improvements:**
   This is to allow you to think about how you can sustain the project after you leave. If your QI project resulted in change that was an improvement, think about:
   a. Who should be assigned to carry out the change or project going forward?
   b. What data should continue to be collected in order to monitor the change? How should the data be collected? Who should collect the data?
   c. What clinic or hospital leader should be informed of your sustainability plan so that they can track the project going forward?