### BACKGROUND: Why did you choose this project? Why is this topic relevant?

### PLAN:

### SMART Aim (Specific, measurable, achievable, relevant, time based): What do you hope to learn? What are you trying to improve (aim), by how much (goal) and by when (timeframe)?

**Predictions/Hypotheses** (What do you think will happen?)

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**Plan for change/test/intervention**

**Who** (target population:

**What** (change/test):

**When** (dates of test):

**Where** (location):

**How** (description of plan):

**Measures** (What will you measure to meet your aims? How will know a change is an improvement?)

**Plan for data collection**

**Who** (will collect):

**What** (measures):

**When** (time period):

**Where** (location):

**How** (method):

**DO:** Carry out the change/test. Collect data.

Note when completed, observations, problems encountered, and special circumstances. Include names and details.

**STUDY:** Summarize andanalyze data (quantitative and qualitative). Include charts, graphs

**ACT:** Document/summarize what was learned. Did you meet your aims and goals? Did you answer the questions you wanted to address? List major conclusions from this cycle.

**Define next steps** Are you confident that you should expand size/scope of test or implement? What changes are needed for the next cycle?