

Ami™ Charter Checklist

PROJECT DESCRIPTION:

- The project description is one sentence
- The project description begins with Design or Redesign.
- The target process(es), product(s), services(s) for design or redesign is clear
- The overall result (outcome) is stated

Suggestions:

CURRENT SITUATION

- Why this project is important is described (compelling reason for working on this effort)

Suggestions:

BOUNDARIES

- Where the project is targeted is stated
- Scope of the project is clear.

Suggestions:

TEAM SELECTION

- The Sponsor(s) is identified and has the authority to make changes to the product, process or service targeted for improvement
- The Sponsor supports the project.
- A small Core Team has been identified which includes select people with detailed knowledge of the product, process or service that is being redesigned or designed.
- Ad Hoc team members are identified who have additional knowledge, can test solutions, are customers suppliers or have technical knowledge which can contribute to the success of the project

Suggestions:

GOALS

- Goal statements start with words such as Increase, Decrease, Reduce, Maintain
- Outcome goal is listed first.
- Process goals are listed (those activities which are important to achieve the outcome.)
- Solutions are NOT described in the goals

Suggestions:

MEASURES

- Measurement description starts with Percent, Number of...", satisfaction rating, % compliance, etc.
- No methods of measures are identified
- Solutions are NOT described in the measurement

Suggestions:

CHANGE CONCEPTS:

- At least 5 Change Concepts have been identified which can be used to generate ideas to test

Suggestions:

PDSA OBJECTIVE:

- Objective statement begins with either Collect data OR Test
- Statement continues with a description of general information needed OR a specific change that will be tested

Suggestions:

LEARNING QUESTIONS:

- There are NO questions which can be answered with Yes or No.
- There are NO questions which identify issues which must be considered when conducting the test. (resistance, limitations, etc.)
- There are NO questions which relate to design of the test. (who, what, where, when: these will be done during the PLAN of the test on the PDSA document.)
- Questions relate DIRECTLY to the goals and measures. (If we make this change, what goals and measures will be impacted?)
- Questions include: Why do we believe this?

Suggestions: