mountain-pacific quality health
**HEALTH TECHNOLOGY SERVICES**
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transforming health care through innovative technology

MONTANA
**DPHHS**
Healthy People. Healthy Communities.
Department of Public Health & Human Services

# 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 Backlog | | | |
| | 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 changes to be included in Sprint | | |
| | Create 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 | | | |
| | Goals of project are met | | |
| Stabilize/Spread | | | |
| | Identify ongoing tracking of improvement | | |
| | Create implementation plan | | |
| | Spread improvement according to plan | | |
| Close Project | | | |
| | Document lessons learned and best practices to be used on future eCQI projects | | |