FOCUS – (PDCA)

I. **Title of your Project:**

In a few sentences address each of the steps outlined below for your idea for a PI project. Make sure to complete the opportunity statement.

II. **Write a FOCUS Assessment:**

*Find an opportunity for improvement:* Discuss the process you used to identify various opportunities for improvement, and the criteria you used to select the chosen subject. What data did you use to validate the need for improvement?

*Organize resources:* Knowing what you know at this point, describe the resources and personnel you feel will be essential to successfully implement and sustain improvement in the area you’ve selected. Who will you need to bring to the table to start to work on the problem?

*Clarify current knowledge:* How does the process you want to improve currently work? What baseline measurements will you use to know if your interventions cause a positive change? How will you document the extent and impact of the problem and your solution?
Understand variation: What are possible causes for the process you are looking at to not work as efficiently or effectively as possible? This is not about the problem. It is about the way you are going to address the problem.

Select changes to be made: Discuss the process you will use to select interventions: brainstorming, data collection, consensus, voting or other approaches. How will you organize to address the question? This is not about the solution that you will eventually come up with.

III. Write an Opportunity Statement:

After you’ve completed the FOCUS steps, fill in this statement:

Opportunity Statement:

An opportunity exists to improve (be very specific)….

This process should be improved because….

We will know our project has been successful when….