**Timeline Draft for a QI Project with Two Linked Cycles**

**(Planning Tool for QI Project Leaders)**

Key activities in a two-cycle QI project are listed sequentially below. To develop a likely timeline for the project, fill in the date or time period in which each activity will occur. If questions, contact:

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|  | **Name:** **Date:** | | | |
|  | **Title of QI project:** | | | |
| **STAGE** | | **ACTIVITY** | **DATE OR TIME PERIOD** |
|  | |  |  |
| ***D****EFINE* | | Define problem |  |
|  | | Baseline data measurement period |  |
| ***M****EASURE* | | Baseline data collection and report preparation |  |
| ***A****NALYZE* | | Review baseline results, identify underlying causes, and likely interventions |  |
| ***I****MPROVE* | | Implement intervention(s) |  |
| *REVIEW* | | Post-intervention data measurement period |  |
|  | | Post-intervention data collection and report preparation |  |
|  | |  |  |
| *ADJUST/REPLAN* | | Review post-intervention results, identify underlying causes, and likely adjustments (second interventions) |  |
| *IMPLEMENT (SECONDCYCLE)* | | Implement adjustments (second interventions) |  |
|  | |  |  |
| *REVIEW  (SECONDCYLCLE)* | | Post-adjustment data measurement period |  |
|  | | Post-adjustment data collection and report preparation |  |
|  | |  |  |
| ***C****ONTROL* | | Review post-adjustment results, identify underlying causes, and further likely adjustments |  |
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