**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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