

## **Guidelines for CHAM QI Project Presentations**

This is an outline to help prepare and organize your presentation to the CHAM Quality Improvement Group. It is very similar to the guidelines that you used to create, design, implement, and complete your quality improvement project. Please format your presentation into a PowerPoint file using the Institutional CHAM template. Project presentations are limited to approximately 10 - 12 slides for a time of 10 minutes. You will be allotted an additional 3 minutes for questions and discussion.

### **Project Title** (one slide)

- At a glance, show others what your project aimed to change.

### **Aims Statement** (one slide)

- Every quality improvement project should have a brief, clear, and concise aims statement. (“*SMART Aim*”)
- Whenever possible, the aims statement should include the following:
  1. Specific measurable outcomes were (are) you trying to achieve, including target goals.
  2. Specific area/location within the institution where the improvement project took place.
  3. Specific date which was set to achieve these goals.

### **Background** (one slide)

- Provide a *brief* background on the project as well as the clinical service area/care system where the project took place.
- Discuss why you chose this project, addressing the following elements:
  1. Importance of the problem you are trying to solve.
  2. Potential for improvement.
  3. Degree to which you were able to control/influence change.

### **Project Design** (five slides)

1. Identify the measures that were established for the project. This includes process, outcome, and balancing measures. (“*How will we know that a change is an improvement?*”)
  - Present Baseline data for these measures.
2. Identify the members of your team and their individual roles.
3. Present a flow chart/process map to describe the process that you were trying to improve.
4. Present key QI discovery tools which helped you identify change concepts. For example, Ishikawa (Fishbone) diagram, Pareto Chart/Tally Sheet, 5-Whys charts, teamwork checklist, 8 Wastes, Influencer Behavior Change Grid, etc.
5. Discuss the PDSA Cycles that were completed for the project, both successful and unsuccessful.

**Results** (two slides)

1. Present your results via a run chart or control chart with annotations denoting key changes. Highlight runs, trends, and astronomical data points
2. Describe how the intervention(s) and things you tested via PDSA cycles led to the outcomes.

**Conclusion** (two slides)

1. Summarize the outcome of the project and briefly describe the impact of the project on the delivery system and/or specific clinical service area.
  - Discuss plans for ongoing sustainability of the project
  - Discuss next steps and future directions.
2. Discuss your learning from doing the project:
  - Discuss factors that promoted the success of the project.
  - Discuss barriers that were encountered during the project.
  - Discuss lessons that were learned from the project.

Please contact the CHAM Quality Improvement Team with any questions.

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Adapted from: [www.ihl.org](http://www.ihl.org) and [www.intermountainhealthcare.org](http://www.intermountainhealthcare.org)