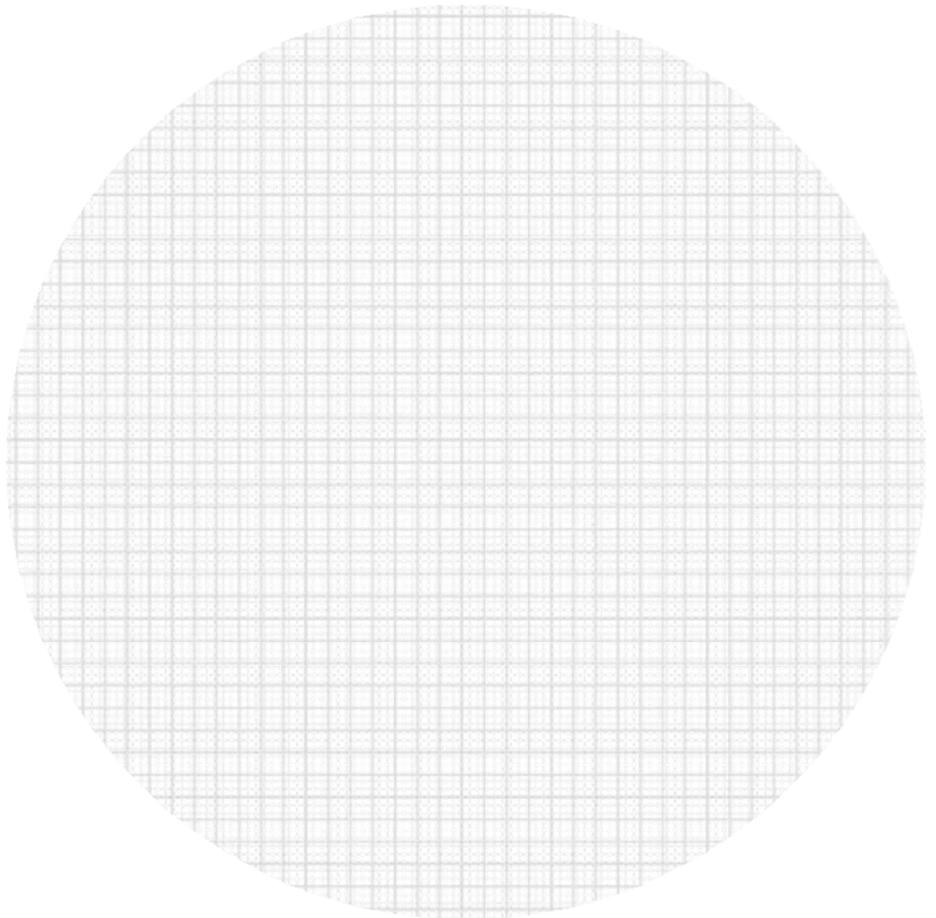




QI Project Measures Worksheet



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When you're trying to make a change in a complex system, you need to develop a family of measures that you will collect as data throughout the duration of your project to understand the impact of your changes. Typically, you will track 1–2 outcome measures, 3–5 process measures, and *sometimes* 1–2 balancing measures. Filling out a simple table with your measures can help ensure you've got the details you need to start.

Measure Name	Operational Definition	Data Collection Plan
Provide a logical name for your measure. <ul style="list-style-type: none"> Most measures start with "number of," "percent of," or "___ rate." 	Define the measure in clear, specific terms. <ul style="list-style-type: none"> Indicate if you are using a count, a percent, "days between," etc. If the measure is a percentage or rate, provide the numerator and the denominator. 	Explain how the data will be collected. <ul style="list-style-type: none"> Who is responsible for collecting the data? How often will the data be collected (e.g., hourly, daily, weekly)? What is to be included or excluded (e.g., include only inpatients in this measure or include inpatients and outpatients)?

Outcome measure(s):		

Process measures:		

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Balancing measure(s):		