



Improvement Action Plan Criteria Checklist

PURPOSE

The purpose of this document is to list key criteria for a robust improvement action plan. This criteria checklist can be applied to any improvement action plan. An improvement action plan may be a stand-alone document or incorporated into a facility’s strategic plan, annual quality plan and/or other improvement plan.

KEY ELEMENTS OF AN IMPROVEMENT ACTION PLAN	NOTES
<input type="checkbox"/> Actions are selected via systematic assessment or analysis (e.g., evaluation of data, root-cause analysis [RCA] or failure mode and effects analysis [FMEA]) and prioritization process.	
<input type="checkbox"/> Actions have measurable aims that include a data collection plan.	
<input type="checkbox"/> Actions have a defined timeline and due dates.	
<input type="checkbox"/> Each action has been assigned a lead (individual or team).	
<input type="checkbox"/> The action plan includes a defined method for evaluation of effectiveness.	
<input type="checkbox"/> The action plan is reviewed on a regular basis to monitor progress and impact and revised as necessary (e.g., review is an agenda item in improvement team, Quality Assurance and Performance Improvement [QAPI] committee, leadership meetings).	
<input type="checkbox"/> The action plan is visibly supported by leadership, meaning key leaders are aware and in favor of the efforts and activities included in the action plan.	