

HANYS recommends that its Geriatric Emergency Department Accreditation Collaborative participants develop a project plan for each care process selected for accreditation. This project plan template encourages the use of an iterative approach to planning and execution and incorporates SMART goals and the PDSA (Plan-Do-Study-Act) methodology.

GETTING STARTED

Define the project:

- Select the care process chosen for GED Accreditation.
- Fill in the PROJECT NAME, START DATE and END DATE fields. The project name should give a clear, high-level overview of the project's overarching goal.

Set SMART goal:

- Under SMART GOAL, describe what you want to achieve using **Specific, Measurable, Achievable, Relevant and Time-Bound** language. *Example: Our goal is to decrease the rate of Foley catheter utilization from 3.4% to 1.0% by November 15, 2024, on emergency department patients over 65*

PLANNING AND EXECUTION

3. Identify milestones:

- List key milestones and their expected completion dates to help you track progress.

4. Outline the plan:

- Thread your milestones together by noting the tasks required to achieve each milestone. Milestones should build on each other as you work toward achieving your SMART goal.

5. Allocate resources:

- List all people, tools/software, and other resources needed to execute the plan and estimated costs for each.

6. Take action:

- Complete the tasks laid out in step 4, noting when each starts and ends. Remember, start with small tests of change (e.g., complete a pilot project before rolling out a larger scale change).

REVIEW AND ADJUST

Study and evaluate:

- Set a date to review progress toward achieving your SMART goal or consider holding brief stakeholder huddles on a regular basis to review project progress and course correct, if needed. Celebrate achievements.

Act on feedback:

- Based on the study phase, outline any new objectives, adjust the plan with revised details and decide on next steps to improve or continue the project. Scale up if the small test of change (e.g., pilot) was successful.

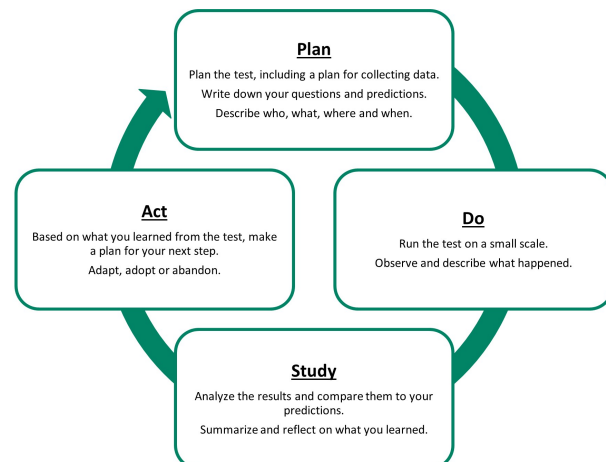
ADDITIONAL TIPS:

Timeline: Establish a clear timeline. Consider creating a visual timeline (e.g., Gantt chart) if you prefer.

Milestones: Use these as checkpoints to review the overall project trajectory.

Resources: Be realistic about what you have and what you might need.

Maintain flexibility: Projects often evolve over time. Be prepared to revisit and adjust any part of your plan, as necessary. The aim is to be structured yet flexible, ensuring the project remains on track towards its defined goal and objectives.



CARE PROCESS:	START DATE:
PROJECT NAME:	ANTICIPATED END DATE:

SMART GOAL:

Need help getting started?
Ensure that your SMART goal touches on not just what you want to improve (the outcome), but also by how much (baseline to goal)? By when (timeframe)? For whom (population)? Remember to check with key partners to ensure the goal is realistic and attainable. Use the template below to ensure your goal includes all the essential elements:

Our goal is to...
Increase/decrease: _____ (outcome/care process)

From:	(baseline)	
To:	(goal)	
By:	(date/timeframe)	
For:		(population)

MILESTONES:

1.	Expected Completion:
2.	Expected Completion:
3.	Expected Completion:
4.	Expected Completion:

RESOURCES:

People:

Tools/Software:

Budget:

NOTES:

Now, complete the [IHI PDSA Worksheet](#) to finalize your plan.