Community Planning Aberdeen

CPA IMPROVEMENT PROGRAMME 2021-2023 – NEXT STEPS FOR CONTINUING PROJECTS

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1.	Refer to the Project Lead role and sign up to the mandatory Model for Improvement Bootcamp if you have not already completed this, or would like a refresher.
2.	Continue to progress your project.
3.	Refer to the draft Improvement Programme and identify: a. any community ideas for change aligned to your project and b. date for when your revised charter is to be considered by your Outcome Improvement Group (OIG).
4.	If there are community ideas for change aligned to your project, refer to the connecting with community ideas for improvement process map and follow the steps. If there are no ideas for community ideas aligned, you can connect to our localities to support your project by completing the connecting with localities form.
5.	Continue or revise your project team to ensure representation from the right people across the partnership, including a community connector if identified by the Localities, to ensure achievement of the aim.
6.	Revise project charter using new charter template/help sheet and QI resources, reflecting the outcome of community connection where relevant.
7.	Submit project charter to your OIG Lead Contact as per draft CPA Improvement Programme 21-23 dates. *Please note it is proposed that revised charters be approved by respective OIG, however this is subject to the Board's approval in September.*
8.	Continue to complete the project update report as per the deadlines and using the new update template/guide (*a direct link to your report will be sent to you)*
9.	Share learning/impact of your project with Improvement Community through case studies, videos, flyers etc.
10.	Continue to test ideas, ceasing activity where ideas are not effective, until you gain confidence that the ideas are resulting in improvement
11.	Once you have achieved your aim – complete and submit project end report
12.	Close project and share the story of your Team's improvement journey or seek approval for scale up and spread.