Community Planning Aberdeen

	CPA IMPROVEMENT PROGRAMME 2021-2023 – NEXT STEPS FOR NEW LOIP PROJECTS
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.	Refer to draft CPA Improvement Programme and identify
	    a. any Community ideas for change aligned to your project; and
	    b. date for when your charter is to be considered by CPA Board. See deadlines here

3.	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.
4.	Establish project team to ensure right people representation from across community planning partners, including community connector where relevant
5.	With your Project Team conduct a baseline assessment of the current system and identify change ideas and data to monitor improvement – use our QI handbook and resources
6.	Prepare a project charter which sets this out the theory of change for the project; outcome of the community connection (where applicable) and outline project plan using new charter template/help sheet and QI resources and consult with your Lead Contact and OIG. Confirm OIG date with your Lead Contact
7.	Submit project charter to CP Team, copying in your Lead Contact as per deadlines
8.	CP Team provide you with feedback on charter
9.	If any feedback, reflect on this; update and resubmit to CPA Team, copying in Lead Contact, by deadline
10.	Charter considered by Management Group and if supported submitted to Board for approval. CP Team provide feedback from Management Group.
11.	When charter is approved, proceed to initiate testing of change ideas and record results of tests over time to demonstrate improvement
12.	Complete 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) to demonstrate your progress
13.	Continue to test ideas, ceasing activity where ideas are not effective, until you gain confidence that the ideas are resulting in improvement
14.	Share learning/impact of your project with Improvement Community through case studies, videos, flyers etc.
15.	Once you have achieved your aim – complete and submit project end report
16.	Close project and share the story of your Team's improvement journey or seek approval for scale up and spread.