



# Leading a QI Project

# How to find your project?

# My Projects

[Start a QI project](#) [Start a scale up/spread project](#) [My Projects](#)[My Organisation's Projects](#)[My R](#)[Active](#)

Any project you are down as a team member or project lead will appear in this “My Projects” tab.

1.5

75% of patient records to reflect their treatment targets by June 2015

The aim is for all patients' record to reflect these Treatment Targets by June 2015

4


Measures

0

PDSA Cycles

0

SPC Charts

[Open](#) 

2.5

Acute psychology equity of access care pathway qi project

Reducing harm by 30% each year

4


Measures

0

PDSA Cycles

0

SPC Charts

[Open](#) 

4.0

Advance Care Planning in Dementia

To increase numbers of people with new dementia diagnosis offered discussion on ACP.

0


Measures

1

PDSA Cycles

0

SPC Charts

[Open](#) 

75% of patient records to reflect their treatment targets by June 2015

General

Drivers

Measures

Change Ideas

PDSAs

SPC Charts

Documents

General Information

Edit

Close Project

Submit Monthly Report

Project ID: 101000

Title:

75% of patient records to reflect their treatment targets by June 2015

Status:

Active

Aim:

The aim is for all patients' record to reflect these Treatment Targets by June 2015

Location:

Personality Disorders Team, Millfields Unit.

Rationale:

Start:

05/01/2015

End:

Tags:

(A few key words that relate to this project)

QI Code:

QI0122

Approved?:

Yes

Directorate:

Forensics

Progress Score:

1.5

Secondary Directorate:

Part of a collaborative system:

Tertiary Directorate:

Spread/Test:

Test

Trust Priority:

None

Stretch Aim:

Right care, right place, right time

Details of Service User/Carer/Customer Involvement:

No. of Service User/Carer/Customer involved:

0

Service User/Carer/Customer Involvement:

None

BMJ Quality Link:

Notes (for QI Coach Only):



The QI Code field will be removed in due course. Every project on the platform is given a project iD automatically. Going forward, you should use these iD numbers to identify specific projects.

You can use the project iD in search bar to search for specific projects.

# My Projects

Start a QI project +

My Projects   My Organisation's Projects   My Region's Projects   All Projects   Project Library


101000      Active   1 - 1 of 1   Sort: Relevance   Down   Export Project Summaries 

1.5

75% of patient records to reflect their treatment targets by June 2015

The aim is for all patients' record to reflect these Treatment Targets by June 2015

4 Measures	0 PDSA Cycles	0 SPC Charts
---------------	------------------	-----------------

Open 

# How to update your project information?

75% of patient records to reflect their treatment targets by June 2015

General

Drivers

Measures

Change Ideas

PDSAs

SPC Charts

Documents

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Trust Priority:

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Details of Service User/Carer/Customer Involvement:

BMJ Quality Link:

Notes (for QI Coach Only):

Status:

Active

Location:

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05/01/2015

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Yes

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1.5

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Spread/Test:

Test

Stretch Aim:

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No. of Service User/Carer/Customer involved:

0

Service User/Carer/Customer Involvement:

None

Edit

Close Project

Submit Monthly Report

As long as you are down as the project lead for the project, you will be able to edit any of the fields in the “General” tab.

To do this, click on the “Edit” button.

# 75% of patient records to reflect their treatment targets by June 2015



General Drivers Measures Change Ideas PDSAs SPC Charts Documents

## General Information

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Notes (for QI Coach Only):

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To do this, click on the “Edit” button.

The only fields you can't edit are:

- Progress Score
- Status
- Part of a collaborative system



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General Drivers Measures Change Ideas PDSAs SPC Charts Documents

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To do this, click on the “Edit” button.

The only fields you can't edit are:

- Progress Score
- Status
- Part of a collaborative system

To edit any of these fields, please get in touch with your respective QI lead.

# How to update your project progress score?

75% of patient records to reflect their treatment targets by June 2015

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Notes (for QI Coach Only):

To change your progress score, you will need to get in touch with your respective QI lead and justify why you think the score should change (whether it be up or down).

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BMJ Quality Link:

Notes (for QI Coach Only):

To change your progress score, you will need to get in touch with your respective QI lead and justify why you think the score should change (whether it be up or down).

You can bring up the progress score definitions page, by clicking here.



## 0.5 Intent to Participate

Project has been identified, but the charter has not been completed nor team formed.

## 1.0 Charter and Team Established

A charter has been completed and reviewed. Individuals or teams have been assigned, but no work has been accomplished.

## 1.5 Planning for the Project has begun

Organisation of project structure has begun (such as: what resources or other support will likely be needed, where will focus first, tools/materials need gathered, meeting schedule developed).

## 2.0 Planning for the Project has begun

Initial cycles for team learning have begun (project planning, measurement, data collection, obtaining baseline data, study of processes, surveys etc.).

## 2.5 Activity, but no changes

Initial cycles for testing changes have begun. Most project goals have a measure established to track progress. Measures are graphically displayed with targets included.

## 3.0 Modest Improvement

Successful test of changes have been completed for some components of the change package related to the team's charter. Some small scale implementation has been done. Anecdotal evidence of improvement exists. Expected results are 20% complete.

## 3.5 Improvement

Testing and implementation continues and additional improvement in project measures towards goals is seen.

## 4.0 Significant Improvement

Expected results achieved for major subsystems. Implementation (training, communication etc.) has begun for the project. Project goals are 50% or more complete.

## 4.5 Sustainable Improvement

Data on key measures begin to indicate sustainability of impact of changes implemented in system.

## 5.0 Outstanding Sustainable Results

Implementation cycles have been completed and all project goals and expected results have accomplished. Organisational changes have been made to accommodate improvements and to make the project changes permanent.

This will bring up the progress score definitions page.

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This will bring up the progress score definitions page.

You will be able to see which score best relates to your projects and where you are in your improvement journey.

# How to add team members to your project?

## Team Members

Who can view this project?:

Viewed only by lead organisation staff and team members

Team:

Forid Alom

from East London NHS Foundation Trust

Confirmed

View and edit

Remove

Edit

Bhavith Nagaria

from East London NHS Foundation Trust

Confirmed

View and edit

Remove

Edit

Search for users to invite to this project...

Project Lead:

Forid Alom

Secondary Project Lead:

Type here

Tertiary Project Lead:

Type here

QI Coach:

Type here

QI Lead:

Type here

Primary QI Sponsor:

Type here

Secondary QI Sponsor:

Type here

Project Team:

Type here

Lead Organisation:

East London NHS Foundation Trust

To add team members to your project, click on the “Edit” button and scroll down to the “Team Members” section. Here you will be able to add new team members.



## Team Members

Who can view this project?:

Viewed only by lead organisation staff and team members

Project Lead:

Forid Alom

Team:

Forid Alom

from East London NHS Foundation Trust [Confirmed](#) [View and edit](#) [Remove](#)  
[Edit](#)

Bhavith Nagaria

from East London NHS Foundation Trust [Confirmed](#) [View and edit](#) [Remove](#)  
[Edit](#)

Secondary Project Lead:

Type here

Tertiary Project Lead:

Type here

QI Coach:

Type here

QI Lead:

Type here

Primary QI Sponsor:

Type here

Secondary QI Sponsor:

Type here

Project Team:

Type here

Lead Organisation:

East London NHS Foundation Trust

Need to invite a new user to Life?

Invite someone new +

Greer Husbands

Sharon Nicholson

Su Monk

Gowrie Balasubramaniam

Tan Lim

Lucy Lightfoot

Joel Hirst

Joanne Clarke

Debs Bazeley

Mandy Freeman

Show another 10 (20 in total)

In order to add someone to your project, they **have** to be registered on the platform. You can search their name in the highlighted toolbar and add them to the project.

## Team Members

Who can view this project?:

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from East London NHS Foundation Trust [Confirmed](#) [View and edit](#) [Remove](#)  
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In order to add someone to your project, they **have** to be registered on the platform. You can search their name in the highlighted toolbar and add them to the project.

If the person you are trying to add is not registered on the platform, you can invite them to join by clicking on this button.

### Team Members

Who can view this project?:  
Viewed only by lead organisation staff and team members

Project Lead:  
Forid Alom

Team:

Tim Gill from East London NHS Foundation Trust	Pending	View and edit	Remove
Forid Alom from East London NHS Foundation Trust	Confirmed	View and edit	Remove
Bhavith Nagaria from East London NHS Foundation Trust	Confirmed	View and edit	Remove

Secondary Project Lead:  
Type here

Tertiary Project Lead:  
Type here

QI Coach:  
Type here

QI Lead:

In order to add someone to your project, they **have** to be registered on the platform. You can search their name in the highlighted toolbar and add them to the project.

If the person you are trying to add is not registered on the platform, you can invite them to join by clicking on this button.

Once you have added the person, they will be sent an automated email asking them to accept the request to join the project. Until they have done so, they will appear as “Pending”.

There is a separate guide on joining a project, which can be found on the microsite.

Team Members

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Viewed only by lead organisation staff and team members

Project Lead:

Forid Alom

Team:

Tim Gill

from East London NHS Foundation Trust

Pending

View and edit

Remove

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Forid Alom

from East London NHS Foundation Trust

Confirmed

View and edit

Remove

Edit

Bhavith Nagaria

from East London NHS Foundation Trust

Confirmed

View and edit

Remove

Edit

Secondary Project Lead:

Type here

Tertiary Project Lead:

Type here

QI Coach:

Type here

QI Lead:

You can edit the access you give to project team members by clicking on the edit button.

## Team Members

Who can view this project?:

Viewed only by lead organisation staff and team members

Project Lead:

Forid Alom

Team:

user: Tim Gill

Organisation: Choose an organisation

Role: Team lead, Researcher...

Access: View and edit

Save

Cancel

Forid Alom

from East London NHS Foundation Trust Confirmed View and edit Remove Edit

Bhavith Nagaria

from East London NHS Foundation Trust Confirmed View and edit Remove Edit

Search for users to invite to this project...

Secondary Project Lead:

Type here

Tertiary Project Lead:

Type here

QI Coach:

Type here

QI Lead:

Type here

Primary QI Sponsor:

Type here

Secondary QI Sponsor:

Type here

Project Team:

Type here

Lead Organisation:

East London NHS Found

You can edit the access you give to project team members by clicking on the edit button.

You have two options of access you can assign to team members:

- View and edit - *will be able to view and edit everything within the project*
- View and not edit – *will be able to view and not edit anything within the project*

Team Members

Who can view this project?:

Viewed only by lead organisation staff and team members

Team:



user: Tim Gill

Organisation: Choose an organisation





Role: Team lead, Researcher...

Access:





- View and edit
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Save  Cancel 

Forid Alom

from East London NHS Foundation Trust    

Bhavith Nagaria

from East London NHS Foundation Trust    

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Type here

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You have two options of access you can assign to team members:

- View and edit - *will be able to view and edit everything within the project*
- View and not edit – *will be able to view and not edit anything within the project*

Click inside the box to bring up the two options.

# How to restrict access to your project?

## Team Members

Who can view this project?:

Viewed only by lead organisation staff and team members

Team:

user: Tim Gill

Organisation: Choose an organisation

Role: Team lead, Researcher...

Access: View and edit

View and edit

View but not edit

Save

Cancel

Forid Alom

from East London NHS Foundation Trust Confirmed View and edit Remove Edit

Bhavith Nagaria

from East London NHS Foundation Trust Confirmed View and edit Remove Edit

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Lead Organisation:

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You can edit the access people have to your project using this field



## Team Members

Who can view this project?:

Viewed only by lead organisation staff and team members

Viewed by all

Viewed only by lead organisation staff and team members

Viewed only by team members

Team:

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from East London NHS Foundation Trust Pending View and edit Remove

Edit

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Bhavith Nagaria

from East London NHS Foundation Trust Confirmed View and edit Remove

Edit

Search for users to invite to this project...

Project Lead:

Forid Alom

Secondary Project Lead:

Type here

Tertiary Project Lead:

Type here

You can edit the access people have to your project using this field

You can choose between three options:

- Viewed by all – *anyone on the life platform can view your project (internal and external users).*
- Viewed only by lead organisation staff and team members – *only ELFT staff can view your project.*
- Viewed only by team members – *only your project team members can view your project.*

Please note that you do not have permission to view this project. Only top level fields are shown.

## General Information

Project ID: 101000

Title:

75% of patient records to reflect their treatment targets by June 2015

Status:

Active

Aim:

The aim is for all patients' record to reflect these Treatment Targets by June 2015



Location:

Personality Disorders Team, Millfields Unit.

Start:

05/01/2015

End:

Rationale:

Tags: (A few key words that relate to this project)

QI Code:

QI0122

Approved?:

Yes

Directorate:

Forensics

Progress Score:

1.5



If someone without access to the project clicks on the project, they will **ONLY** be able to see top level information on the “General” tab.

How to submit a monthly  
report to QI sponsor/coach?

# 75% of patient records to reflect their treatment targets by June 2015



- General
- Drivers
- Measures
- Change Ideas
- PDSAs
- SPC Charts
- Documents

## General Information

- Edit
- Close Project
- Submit Monthly Report

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Spread/Test:  
Test

Trust Priority:  
None

Stretch Aim:  
Right care, right place, right time

Details of Service User/Carer/Customer Involvement:

No. of Service User/Carer/Customer involved:  
0

Service User/Carer/Customer Involvement:  
None

BMJ Quality Link:

Notes (for QI Coach Only):

You can now submit your monthly report to sponsor and coaches by clicking on this button.

# Generate Monthly Report

Current Progress Score

1.5

What progress have you made since the last progress update to the QI forum?

Do you think your project progress score should be changed? If so, to what and why?

Have you run any PDSA tests of change in the last month? If not, what is stopping you from testing?

Are you collecting and looking at data regularly? If not, what is holding you back?

Are you seeing any changes or improvements?

What factors are holding the project back?

Is there anything that you need help with?

Are you meeting with your QI coach regularly?

Are service users and carers involved or regularly consulted on the project? (For guidance click [here](#))

If relevant, are you attending the Trust-wide learning sessions for your workstream?

What is your plan for the next month?

Submit Report 


Once you have completed the form, click on the “Submit Report” button. Your QI sponsor and QI coach will then receive an email confirming the report has been submitted and is available to view.

75% of patient records to reflect their treatment targets by June 2015

PDF 

General Drivers Measures Change Ideas PDSAs SPC Charts Documents

## Documents

Add New Document 

Monthly Report - Jun 2016

Generated 27/06/2016

Download 

Edit 

Project Charter


Approved 02/06/2016

Download 

Edit 

QI0122 - Project Charter

QI0122 - Project Charter

Download 

Edit 

Submitted reports are then saved in the “Documents” tab available to download and review whenever required.

# How to view statistics on your directorate?

Life

forid.alom@elft.nhs.uk Log Out

ProjectsProgrammesConnectResourcesAnalyticsSettings

Analytics Dashboards

Generate ReportAdd a new dashboard

Type here to search...1 - 14 of 14Sort:Up

00. Quality Improvement (QI) Programme Stats

Open

01. Addictions Stats

Open

02. Bed...

Op

03. Children's Services Stats

Open

04. City and Hackney Mental Health Stats

Open

05. Community Health Newham Stats

Open

You can now look at QI project statistics on each directorate by click on this “Analytics” tab.



Life

forid.alom@elft.nhs.uk

Log Out

ProjectsProgrammesConnectResourcesAnalyticsSettings

Analytics Dashboards

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Open

01. Addictions Stats

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02. Bedfordshire Stats

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03. Children's Services Stats

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04. City and Hackney Mental Health Stats

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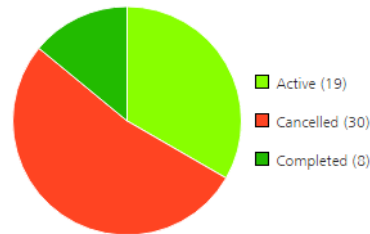
05. Community Health Newham Stats

Open

You can focus on just a particular directorate for example City and Hackney Mental Health.

19

	All Projects
Active	19
Cancelled	30
Completed	8
Total	57



	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
Active	8	38	17	23	29	23	6	8	7	0
Cancelled	14	70	28	15	7	12	0	0	0	0
Completed	0	0	0	0	0	2	2	2	11	4
Total	22	108	45	38	36	37	8			

You can see statistics on the number of active projects broken down by status and progress score.


Life forid.alom@elft.nhs.uk [Log Out](#)

Projects Programmes Connect Resources Analytics Settings

# Analytics Dashboards


Generate Report Add a new dashboard +

Type here to search... 1 - 14 of 14 Sort: Up




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04. City and Hackney Mental Health Stats

Open



05. Community Health Newham Stats

Open

- You can also look at statistics on the QI programme as a whole.

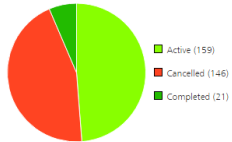
No. of Active Projects

159

No. of QI Projects with a progress score of 3.5 or above

40

No. of Projects (broken down by status)



No. of QI Projects with a progress score of 4.5 or above

22

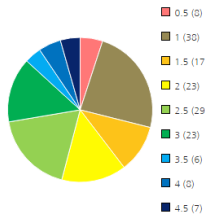
No. of Projects (broken down by status)

All Projects	
Active	159
Cancelled	146
Completed	21
Total	326

No. of Active QI Projects (broken down by progress score)

All Projects	
0.5	8
1	38
1.5	17
2	23
2.5	29
3	23
3.5	6
4	8
5	7
Total	159

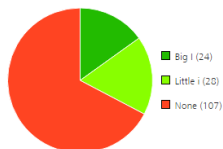
No. of Active QI Projects (broken down by progress score)



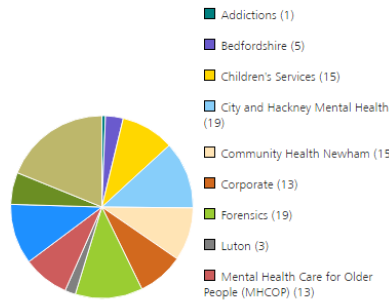
No. of Active QI Projects (broken down by Service User/Carer/Customer Involvement)

All Projects	
Big I	24
Little I	28
None	107
Total	159

No. of Active QI Projects (broken down by Service User/Carer/Customer Involvement)



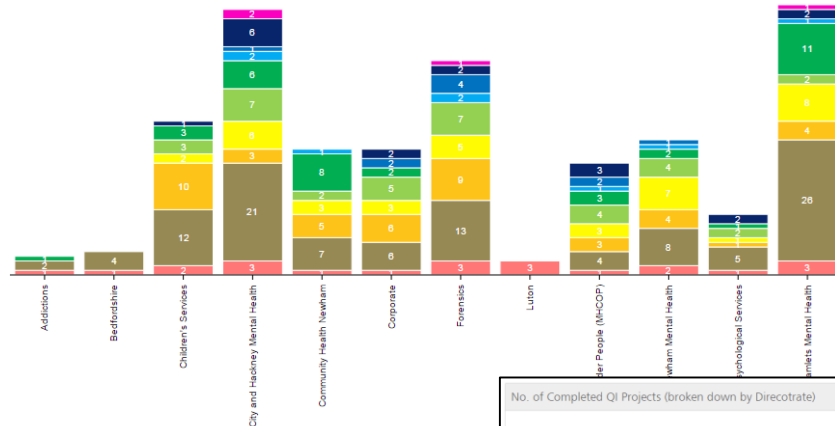
No. of Active Projects (broken down by directorate)



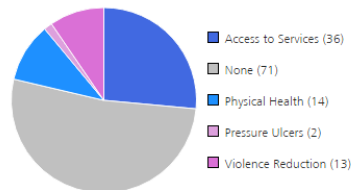
No. of Projects (broken down by directorate)

	Active	Cancelled	Completed
Additions	1	3	0
Bedfordshire	5	0	0
Children's Services	15	18	0
City and Hackney Mental Health	19	30	8
Community Health Newham	15	12	0
Corporate	13	10	4
Forensics	19	23	4
Luton	3	0	0
Mental Health Care for Older People (MHCOP)	13	9	2
Newham Mental Health	17	12	0
Primary Care and Specialist Psychological Services	9	3	1
Tower Hamlets Mental Health	30	26	2
Total	159	146	21

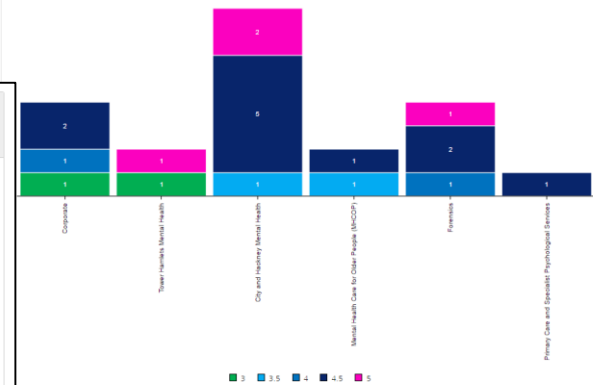
No. of QI Projects (broken down by directorate)



No. of Active QI Projects (broken down by trust priority)



No. of Completed QI Projects (broken down by Directorate)



Any questions or queries, get  
in touch with the QI team:



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