

## Guide to creating a personal project on Life QI

ELFT QI Department Guide (updated 04/02/2022)

### What is a personal project?

A personal project in Life QI allows you to use all the functionality of a standard Life QI project to practice and develop your Life QI skills. Please do not use this feature for standard projects as personal projects will not allow teams to access and support your work. The content of a personal project cannot be shared with others.

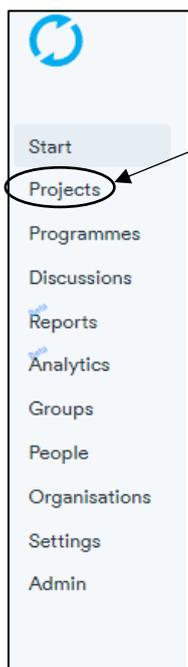
This guide will help you set up a personal project. It assumes you have an active Life QI account.

Please note: If you do not have a Life QI account you will need to register as a new account holder before you can use Life QI. To register please [click here](#) and complete the registration form using your NHS.net email address (if you are an ELFT member of staff), or for service users and carers use your personal email address and add in "Service User" as the job title.

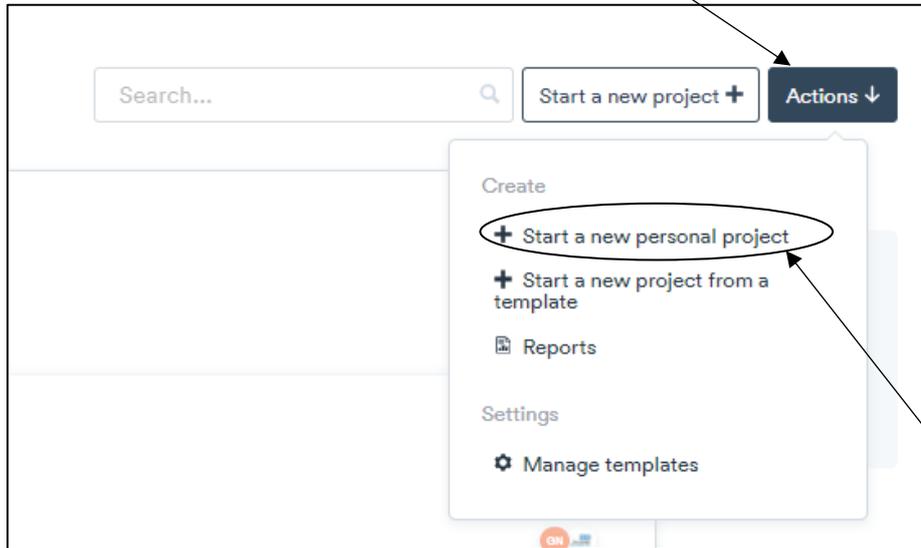
Please contact us on [elft.qi@nhs.net](mailto:elft.qi@nhs.net) if you have any issues with setting up a personal project stating "Life QI personal project set up" in the subject line of your email.

### Steps to setting up a personal project

1. Log onto Life QI using your NHS email and password using the [Life QI log in page](#).
2. When you arrive on the homepage please click onto "Projects" on the left-hand side of the menu



- After clicking onto “project”, you will then land on the page of all projects you are involved in.
- In the below screen shot you are presented with a “Actions” tab



- Please click onto “Actions” which you then will be given a dropdown menu and click onto “Start a new personal project”.
- You will then get a box appear on the screen which gives you four stages to complete for your own personal project. Click “Next” to work through the stages.

**TIP: if you are unaware of what to include in the required boxes then please click onto the “info icon” to get more information.**

Please have a look at the screenshots below to see the stages to complete for setting up a personal project on Life QI. **The only text you need to add is the initial title of the personal project, the rest is optional.**