



## Projects for Improvement Development / Project Proposal – standard document

### What do we mean by projects for improvement?

The aim of our organisational improvement approach is to combine our lean improvement methodology with a project approach. In doing this we gain the benefits of a structured, timed and measured approach that will ensure that improvement activity is followed through.

**Intended project focus: please tick**

**Pre-QIPP**

**Development**

**Improvement**

Detail required	Information
<b>Project Objective</b> – what is the purpose of undertaking this project.	
<b>Project Goal</b> – what will this project set out to deliver.	
<b>Project Initiative</b> Is this project to address: Social Marketing, Screening, Pathways or Internal processes.	
<b>Reason why the project is being considered</b> – linked to PCT strategic objectives, including the PCT Top 10 health outcomes and Darzi, clinical governance or value for money work streams.	
<b>How will this piece of work will impact on quality, Innovation (return on investment, productivity &amp; prevention.</b>	
<b>Expected Savings</b> – include the breakdown of costs and savings including timescales	In year ..... Full year effect .....
<b>Describe how savings will be made</b> eg reduced tariff in the community compared to secondary care	
<b>Costs associated</b> with implementing the project – agreed financial envelope	
<b>Insert which of the world class commissioning competencies this project will contribute towards</b> – ‘getting our own house in order’	
<b>How does this project align with Local Authority plans</b>	
<b>Project Boundaries.</b> Identify which processes, people or organisations are included in the project and which are <b>not</b> , including where the process begins and ends.	
<b>Project milestones and metrics for improvement</b> – the measures that tell us we have delivered the project goal.	

Detail required	Information
Any measures that are linked to the project goals, improvement measures and not just vital signs etc.	
<p><b>Describe the key stages of the project and timescales for the delivery for each of them.</b></p> <p>Eg, understanding the current state, developing the future state, consulting on the future state, testing new ways of working, organizational approval; commissioning framework, training &amp; implementation, audit of future state.</p>	<p>Total project timescale:</p>

**Proposal generated by :**  
**Date**

### Project Checklist

Not all projects are expected to meet all of the criteria documented below. However, in order to gain project support they must contribute to our strategic aims and health outcomes:

Four Strategic aims	Tick which of these apply
1. Improving health status	
2. Health inequalities	
3. Access to patient centered services (fair, personalised, effective and safe).	
4. Ensuring value for money	

Top 10 health outcomes	Tick which of these apply
1. Reducing health Inequalities	
2. Increasing life expectancy	
3. Increase the percentage of infants breast fed at 6-8 weeks following births	
4. Reduce the under 18 conception rates	
5. Increase the number of smoking quitters with a focus upon smoking during pregnancy	
6. Reduce the suicide rates	
7. Reduce the rate of alcohol admissions	
8. reduce the cancer mortality rate	
9. Reduce the cardiovascular disease (CVD) mortality rate	
10. Improve the quality of end of life experiences	

<b>Our Vision, Our Future work steams</b>	<b>Tick which of these apply</b>
<b>1. Staying healthy</b>	
<b>2. Planned care</b>	
<b>3. End of life care</b>	
<b>4. Long term conditions (including diabetes)</b>	
<b>5. Children</b>	
<b>6. Maternity &amp; Newborn</b>	
<b>7. Acute care (including stroke &amp; urgent care)</b>	
<b>8. Mental Health</b>	
<b>9. Rural Health</b>	
<b>10. Offender Health</b>	

<b>Internal systems development. World Class Commissioning Competencies</b>		<b>Tick which of the following apply.</b>
	<b>Competency sub sets</b>	
<b>1. Locally led the NHS</b>	1. Reputation as the “local leader of the NHS”	
	2. Reputation as a change leader or local organizations.	
	3. Position as an employer of choice	
<b>2. Work with Community partners</b>	1. Creation of Local Area agreement based on joint needs.	
	2. Ability to conduct constructive partnerships.	
	3. Reputation as an active and effective partner.	
<b>3. Engage with the public and patients</b>	1. Influence on local health opinions and aspirations.	
	2. Public and patient engagement.	
	3. Improvement of the patient experience.	
<b>4. Collaborate with clinicians to inform strategy, service design and resource utilisation</b>	1. Clinical engagement.	
	2. Dissemination of information to support clinical decision making	
	3. Reputation as leader of clinical engagement	

<b>Internal systems development.</b>		<b>Tick which of the following apply.</b>
<b>World Class Commissioning Competencies</b>		
	<b>Competency sub sets</b>	
<b>5. Manage knowledge and assess current and future needs</b>	1. Analytical skills and insights	
	2. Understanding of health needs trends	
	3. Use of health needs benchmarks	
<b>6. Identify and prioritise investment requirement and opportunities</b>	1. Predictive modelling skills and insights	
	2. Prioritisation of investment to improve population's health	
	3. Incorporation of priorities into strategic investment plan	
<b>7. Stimulate the market to meet demand and secure outcomes</b>	1. Knowledge of current and future provider capacity and capability	
	2. Alignment of provider capacity with health needs projections	
	3. Creation of effective choices for patients	
<b>8. Promote improvement and innovation</b>	1. Identification of improvement opportunities	
	2. Implementation of improvement initiatives	
	3. Collection of quality and outcome information	
<b>9. Secure procurement skill that ensure providers have appropriate contacts</b>	1. Understanding of providers economics	
	2. Negotiation of contracts around defined variables	
	3. Creation of robust contracts based on outcomes	
<b>10. Manage the local health system</b>	1. Use of performance information	
	2. Implementation of regular provider performance discussions	
	3. Resolution of ongoing contractual issues	
<b>11. Make sound financial investment</b>	1. Measuring and understanding efficiency and effectiveness of spend	
	2. Identify opportunities to maximize efficiency and effectiveness of spend.	
	3. Delivering efficiency and effectiveness of spend sustainability.	

**All project proposals are to be agreed by the lead director who will submit it to the Director of Innovation to follow the organisational approval process.**