

Coaching an ELFT QI Project



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How to find your project?



NHS
East London
NHS Foundation Trust

 qi.elft.nhs.uk

 [@ELFT_QI](https://twitter.com/ELFT_QI)

 Elft.qi@nhs.net

Start

DA **Dummy Account**
ELFT's Dummy Account at East London NHS Foundation Trust

[Go to your profile →](#)

Start →

- Projects
- Programmes
- Discussions
- Beta Analytics
- Beta Reports
- Groups
- People
- Organisations

Projects
Projects you have joined or pinned will show here
[Browse Projects →](#)

Discussions
Discussions you have joined or pinned will show here
[Browse Discussions →](#)

Organisations
 East London NHS Foundation Trust →
913 Members

Groups

- ELFT Test** →
Member since 22/10/2017
- NHS Staff** →
Member since 22/10/2017

Analytics Dashboards

Programmes

When you log into the platform, you will be taken to the “Start” page. You can pin specific projects, discussions, organisations, groups, dashboards and programmes to appear here.

Start

Start

Projects

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations


Start



DA **Dummy Account**
ELFT's Dummy Account at East London NHS Foundation Trust

[Go to your profile →](#)

Projects
Projects you have joined or pinned will show here
[Browse Projects →](#)

Discussions
Discussions you have joined or pinned will show here
[Browse Discussions →](#)

Organisations
 **East London NHS Foundation Trust** →
913 Members

Groups
 **ELFT Test** →
Member since 22/10/2017
 **NHS Staff** →
Member since 22/10/2017

Analytics Dashboards
Analytics dashboards you have joined or pinned will show here
[Browse Analytics →](#)

Programmes
Programmes you have joined or pinned will show here
[Browse Programmes →](#)

If you click on “Projects” you will be able to see all the projects registered on the platform.

Projects

101993

Reports +

Start a new project +

My My Organisations' My Groups' All

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations

ELFT Dummy Project

1.5

Lorem ipsum dolor sit amet, sea alterum temporibus ullamcorper et, eu nis illum labores reprehendunt. Vel explicari aliquando dissentiet an, at wisi autem inductum sit. Q...

N/A

Forid Alom East London NHS Foundation Trust

Showing 1 to 1 of 1 Back to top ↑

Terms Help

The page will default to showing you “My” projects. These are any projects where you are down as a member or a coach.

If you would like to see projects taking place in your organisation, click on “My Organisations” projects.

Projects

Projects

101993 Q Reports +

[Start a new project +](#)

My My Organisations' My Groups' All

ELFT Dummy Project

1.5

Lorem ipsum dolor sit amet, sea alterum temporibus ullamcorper et, eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an, at wisi autem inductum sit. Q...

N/A

DA Forid Alom East London NHS Foundation Trust

Showing 1 to 1 of 1 Back to top ↑

[Terms](#) [Help](#)

Since I am linked to the “ELFT Dummy Project”, it appears in “My” tab.


Projects

Projects

101993 Q Reports +



[Start a new project +](#)

My My Organisations' My Groups' All

ELFT Dummy Project 

1.5 Lorem ipsum dolor sit amet, sea alterum temporibus ullamcorper et, eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an, at wisi autem inductum sit. Q... →

N/A

 Forid Alom  East London NHS Foundation Trust

Showing 1 to 1 of 1 Back to top ↑

[Terms](#) [Help](#)

Since I am linked to the “ELFT Dummy Project”, it appears in “My” tab.

If you hover near the project title, you will see a grey pin appear. If you click on this pin, the pin will turn blue. This means the project will now be pinned to the “start” page.

Projects

Projects

101993

My My Organisations' My Groups' All

ELFT Dummy Project

1.5 Lorem ipsum dolor sit amet, sea alterum temporibus ullamcorper et, eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an, at wisi autem inductum sit. Q...

N/A

Forid Alom East London NHS Foundation Trust

Showing 1 to 1 of 1

[Terms](#) [Help](#)

Since I am linked to the “ELFT Dummy Project”, it appears in “My” tab.

If you hover near the project title, you will see a grey pin appear. If you click on this pin, the pin will turn blue. This means the project will now be pinned to the “start” page.

Start

DA **Dummy Account**
ELFT's Dummy Account at East London NHS Foundation Trust

[Go to your profile →](#)

Start →

- Projects
- Programmes
- Discussions
- Beta Analytics
- Beta Reports
- Groups
- People
- Organisations

Projects

- ELFT Dummy Project** →
1.5
Lorem ipsum dolor sit amet, sea alterum temporibus ullamcor... →
N/A

Discussions

Discussions you have joined or pinned will show here

[Browse Discussions →](#)

Organisations

- East London NHS Foundation Trust** →
913 Members

Groups

- ELFT Test** →
Member since 22/10/2017
- NHS Staff** →
Member since 22/10/2017

You can use this method to pin multiple projects, discussions, organisations, groups, dashboards and programmes to your start page.

Start

DA **Dummy Account**
ELFT's Dummy Account at East London NHS Foundation Trust

[Go to your profile →](#)

Start →

- Projects
- Programmes
- Discussions
- Beta Analytics
- Beta Reports
- Groups
- People
- Organisations

Projects

- ELFT Dummy Project →
1.5
Lorem ipsum dolor sit amet, sea alterum temporibus ullamcor... →
N/A

Discussions

Discussions you have joined or pinned will show here

[Browse Discussions →](#)

Organisations

- East London NHS Foundation Trust →
913 Members

Groups

- ELFT Test →
Member since 22/10/2017
- NHS Staff →
Member since 22/10/2017

You can use this method to pin multiple projects, discussions, organisations, groups, dashboards and programmes to your start page.

It's worth pinning all the projects you coach to your start page.

Start

DA **Dummy Account**
ELFT's Dummy Account at East London NHS Foundation Trust

[Go to your profile →](#)

Start →

- Projects
- Programmes
- Discussions
- Beta Analytics
- Beta Reports
- Groups
- People
- Organisations

Projects

ELFT Dummy Project →
Lorem ipsum dolor sit amet, sea alterum temporibus ullamcor... →
N/A

Discussions

Discussions you have joined or pinned will show here

[Browse Discussions →](#)

Organisations

East London NHS Foundation Trust →
913 Members

Groups

- ELFT Test →
Member since 22/10/2017
- NHS Staff →
Member since 22/10/2017

Click on the project either in the “start” page or “projects” page to open the project up.



- General →
- Driver Diagram
- PDSAs
- Measures & Charts
- Discuss
- Documents

- Start
- Projects →
- Programmes
- Discussions
- beta Analytics
- beta Reports
- Groups
- People
- Organisations



ELFT Dummy Project

Only members can view

Edit Reports +

DA
Dummy

1 hour ago

[Show Previous Statuses ↓](#)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Members (4 users, 1 orgs and 1 groups)



[View all members](#) [Want to join?](#)

Forid Alom Lead User (User - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status	Progress Score
Active	1.0 – Charter and Tea

Start Date	End Date
14/11/2016	14/12/2016

Location
N/A

Workflow
ELFT QI Projects

Privacy

None

Notes

You will now be able to see the details of the project.

The screenshot shows the 'General' tab of a project page for 'ELFT Dummy Project'. The breadcrumb navigation at the top reads 'Projects > Project #101993 > General', with 'Project #101993' highlighted by a blue box. The project has a progress score of 1.0 and is set to 'Only members can view'. A sidebar on the left lists navigation options like 'General', 'Driver Diagram', 'PDSAs', 'Measures & Charts', 'Discuss', 'Documents', 'Start', 'Projects', 'Programmes', 'Discussions', 'Analytics', 'Reports', 'Groups', 'People', and 'Organisations'. The main content area includes a 'Details' section with fields for Title, Problem, Rationale, Aim, and Tags. The 'Overview' section displays the project's status as 'Active', a progress score of '1.0 - Charter and Tea', start and end dates of '14/11/2016' and '14/12/2016', and a location of 'N/A'. A members list on the right shows four users and one group.

Every project on Life QI is given a unique 6 digit project iD. This iD can be used to search for the project in the platform.

The screenshot shows the 'Projects' page in the NHS system. At the top, there is a search bar containing the number '101993', which is highlighted with a blue box. To the right of the search bar is a 'Reports +' button. Below the search bar, there are tabs for 'My', 'My Organisations', 'My Groups', and 'All'. A 'Start a new project +' button is located on the left side of the main content area. The main content area displays a project card for 'ELFT Dummy Project' with a rating of 1.5, a description, and the name 'Forid Alom' from 'East London NHS Foundation Trust'. A 'Back to top' button is visible below the project card. The left sidebar contains navigation options: Start, Projects (highlighted), Programmes, Discussions, Analytics, Reports, Groups, People, and Organisations. The top right corner has a 'DA' user indicator.

Use this search bar to search for projects.



NHS

East London
NHS Foundation Trust

[Go back to contents page](#)

The screenshot shows the 'Projects' page in the NHS system. A search bar at the top right contains the text '101993'. Below the search bar, there are four tabs: 'My', 'My Organisations', 'My Groups', and 'All'. The 'My' tab is selected. The main content area displays a project card for 'ELFT Dummy Project' with a score of 1.5, a description, and the name 'Forid Alom' from 'East London NHS Foundation Trust'. A 'Back to top' button is visible below the project card. The left sidebar contains navigation options: Start, Projects, Programmes, Discussions, Analytics, Reports, Groups, People, and Organisations. The top right corner has a 'Reports +' button and a user profile icon.

Use this search bar to search for projects.

Remember, if you are in the “My” tab then the search bar will only search for that project ID in the projects you are linked to.



NHS

East London
NHS Foundation Trust

[Go back to contents page](#)

The screenshot displays the 'Projects' section of a web application. At the top, there is a search bar containing the text '101993'. Below the search bar are four navigation tabs: 'My', 'My Organisations', 'My Groups', and 'All'. The 'My Organisations' tab is currently selected. Below the tabs, a project card is visible for 'ELFT Dummy Project'. The card includes a circular progress indicator with the number '1.5', a placeholder text 'Lorem ipsum dolor sit amet...', and the name 'East London NHS Foundation Trust'. A 'Start a new project +' button is located at the top left of the main content area. On the left side, there is a vertical navigation menu with options like 'Start', 'Projects', 'Programmes', 'Discussions', 'Analytics', 'Reports', 'Groups', 'People', and 'Organisations'. At the bottom right of the page, there are links for 'Terms' and 'Help'.

Use this search bar to search for projects.

Remember, if you are in the “My” tab then the search bar will only search for that project ID in the projects you are linked to.

If it’s a project that is taking place in your organisation, make sure you are in the “My Organisations” tab.



NHS

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[Go back to contents page](#)



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations



ELFT Dummy Project ↗

Only members can view

Edit ✎ Reports +



1 hour ago

[Show Previous Statuses ↓](#)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Members (4 users, 1 orgs and 1 groups) ⓘ



[View all members](#) [Want to join?](#)

Forid Alom Lead User (User - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status	Progress Score ⓘ
Active	1.0 – Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016

Privacy

Who can view this project? ⓘ

Only members can view

Service user involvement ⓘ

Type

None

Notes

Your role for the project will be highlighted here.





General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view

Edit ✎ Reports +



Dummy

1 hour ago

[Show Previous Statuses](#) ↓

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Members (4 users, 1 orgs and 1 groups) ⓘ



[View all members](#) [Want to join?](#)

Forid Alom Lead User (User - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status	Progress Score ⓘ
Active	1.0 – Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016

Your role for the project will be highlighted here.

If you are the coach for the project, it will say “coach” next to your name.

Type

None

Notes



How to add team members to your project?



Projects → Project #101993 → General

ELFT Dummy Project

1.0
Only members can view

DA Dummy
Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem indoctum sit.
A moment ago
[Show Previous Statuses ↓](#)

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags

Members (4 users, 1 orgs and 1 groups)

[View all members](#) [Want to join?](#)

- Forid Alim Lead User (User - Admin)
- East London NHS Foundation Trust Lead Organisation (Organisation - Admin)
- ELFT Test Lead Directorate (Group - Edit)

Overview

Status	Progress Score
Active	1.0 – Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016
Location	

To add team members to your project, you first need to click on the edit button.

Please note, you can only add people if you're an admin on the project.

Notes



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Analytics

Reports

Groups

People

Organisations

ELFT Dummy Project

1.0
Only members can view

Save ✓ Cancel ✕

Describe the current status...

Post your status ↓

Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem inductum sit.
5 minutes ago

[Show Previous Statuses ↓](#)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Add a tag...

Priorities

[Add new priorities](#)

Members (4 users, 1 orgs and 1 groups)



[View all members](#) [Want to join?](#)

- Forid Alom Lead User (User - Admin)
- East London NHS Foundation Trust Lead Organisation (Organisation - Admin)
- ELFT Test Lead Directorate (Group - Edit)

Overview

Status: Active | Progress Score: 1.0 - Charter ar

Start Date: 14/11/2016 | End Date: 14/12/2016

Location: N/A

Workflow: ELFT QI Projects

Privacy

Service user involvement

Type: None

Notes

Then click on the “view all members” button.

[Go back to contents page](#)

The screenshot shows a user management interface. On the left, under the 'Manage' header, there is a search bar 'Find a member...'. Below it are three sections: 'Users' with three entries (Forid Alom, Dummy Account, Yunus Malik), 'Organisations' with one entry (East London NHS Foundation Trust), and 'Groups' with one entry (ELFT Test). To the right of these entries are dropdown menus for roles (Lead User, Member, Lead Organisation, Lead Directorate) and trash icons. An 'Invite' modal is open on the right, with tabs for 'Users', 'Organisations', and 'Groups'. It contains a search bar 'Search for users', a heading 'Invite someone new to Life', an 'Email Address' input field, and an 'Invite New User' button.

Here is where you can add and remove users, groups and organisations.

[Go back to contents page](#)

Manage

Find a member...

Users

- Forid Alom** [Admin](#), [Edit](#), [View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#), [Edit](#), [View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#), [View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#), [View](#)

Groups

- E** **ELFT Test** [Edit](#), [View](#)

Lead User

Member

Member

Lead Organisation

Lead Directorate

Invite

Users Organisations Groups

Search for users

Invite someone new to Life ⓘ

Email Address

Here is where you can add and remove users, groups and organisations.

If you can't find them on the system, you can send them an invite to sign up by entering their email address into the "Invite someone new to life" box.

Manage

Find a member...

Users

- Forid Alom** [Admin](#), [Edit](#), [View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#), [Edit](#), [View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#), [View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#), [View](#)

Groups

- E** **ELFT Test** [Edit](#), [View](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life ⓘ

Email Address

Invite New User ➕

Here is where you can add and remove users, groups and organisations.

If you can't find them on the system, you can send them an invite to sign up by entering their email address into the "Invite someone new to life" box.

They will then be sent an invite to sign up to Life QI and join your project.

Manage

Pending Members
They will be invited when you Save

Dummy.Test@nhs.net [Edit_View](#) - Pending

Find a member...

Users

- Forid Alom** [Admin_Edit_View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA Dummy Account** [Admin_Edit_View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM Yunus Malik** [Edit_View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin_View](#)

Groups

- E ELFT Test** [Edit_View](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

Here is where you can add and remove users, groups and organisations.

If you can't find them on the system, you can send them an invite to sign up by entering their email address into the "Invite someone new to life" box.

They will then be sent an invite to sign up to Life QI and join your project.

They will appear on your list as pending.

Manage




Pending Members

They will be invited when you Save


Dummy.Test@nhs.net [Edit, View](#) - Pending

Find a member...


Users

-  **Forid Alom** [Admin, Edit, View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
-  **DA** **Dummy Account** [Admin, Edit, View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
-  **YM** **Yunus Malik** [Edit, View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

-  **East London NHS Foundation Trust** [Admin, View](#)

Groups

-  **ELFT Test** [Edit, View](#)

Lead User	▼	🗑️
Member	▼	🗑️
Member	▼	🗑️
Lead Organisation	▼	🗑️
Lead Directorate	▼	🗑️

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

You can also control edit rights and project roles here.


Manage

Pending Members


They will be invited when you Save

Dummy.Test@nhs.net [Edit, View](#) - Pending


Users



Forid Alom [Admin, Edit, View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust




Dummy Account [Admin, Edit, View](#)
ELFT's Dummy Account at East London NHS Foundation Trust




Yunus Malik [Edit, View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations



East London NHS Foundation Trust [Admin, View](#)

Groups



ELFT Test [Edit, View](#)

Invite

Users Organisations Groups

Invite someone new to Life

Email Address

[Invite New User +](#)

Lead User

Member

Member

Lead Organisation

Lead Directorate

You can also control edit rights and project roles here.

Only “admins” of a project can access this area.

Manage

Pending Members
They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) [Pending](#)

Find a member...

Users

- Forid Alom** [Admin](#) [Edit](#) [View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#) [Edit](#) [View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#) [View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#) [View](#)

Groups

- E** **ELFT Test** [Edit](#) [View](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

Lead User

Member

Member

Lead Organisation

Lead Directorate

You can also control edit rights and project roles here.

Only “admins” of a project can access this area.

Those with “Edit, View” and “View” rights won’t be able to add users or control viewing rights.




Manage

Pending Members


They will be invited when you Save

Dummy.Test@nhs.net [Edit, View](#) - Pending


Users

-  **Forid Alom** [Admin, Edit, View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
-  **Dummy Account** [Admin, Edit, View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
-  **Yunus Malik** [Edit, View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

-  **East London NHS Foundation Trust** [Admin, View](#)

Groups

-  **ELFT Test** [Edit, View](#)

Invite

Users Organisations Groups

Invite someone new to Life

Email Address

[Invite New User +](#)

To change a users viewing rights, click on the rights they currently have (which will appear next to their name).

[Go back to contents page](#)

Manage

Pending Members
They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) [Pending](#)

Find a member...

Users

- Forid Alom** [Admin](#) [Edit](#) [View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#) [Edit](#) [View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#) [View](#) [Pending](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#) [View](#)

Groups

- E** **ELFT Test** [Edit](#) [View](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

Toggle Permissions

- Can View
- Can Edit
- Can't Admin

Lead User

Member

Member

Lead Organisation

Lead Directorate

To change a users viewing rights, click on the rights they currently have (which will appear next to their name).

You will now be able to add/remove rights. The options are view, edit and admin.

Manage

Pending Members
They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) [Pending](#)

Find a member...

Users

Toggle Permissions

- ✓ Can View [Info](#)
- ✓ Can Edit [Info](#)
- ✗ Can't Admin [Info](#)

Organisations

East London NHS Foundation Trust [Admin](#) [View](#)

Groups

ELFT Test [Edit](#) [View](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

To change a users viewing rights, click on the rights they currently have (which will appear next to their name).

You will now be able to add/remove rights. The options are view, edit and admin.

You can find out what rights each option gives by clicking on the info button next to them.

Manage

Pending Members

They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) - Pending

Find a member...

Users

- Forid Alom [Admin](#) [Edit](#) [View](#)
Quality Improvement Data N
- DA Dummy Account [Admin](#) [E](#)
ELFT's Dummy Account at E
- YM Yunus Malik [Edit](#) [View](#) [o](#)
Quality Improvement Data Analyst at East London NHS Foundation Tru

Organisations

- East London NHS Foundation Trust [Admin](#) [View](#) [o](#)

Groups

- E ELFT Test [Edit](#) [View](#) [o](#)

Toggle Permissions

- ✓ Can View ⓘ
- ✓ Can Edit ⓘ
- ✗ Can't Admin ⓘ

Admin Permission

Members with admin access can edit all features on this project, including managing members.

OK

Invite

Users Organisations Groups

Search for users

Invite someone new to Life ⓘ

Email Address

Invite New User +

Lead User

Member

Lead Directorate

To change a users viewing rights, click on the rights they currently have (which will appear next to their name).

You will now be able to add/remove rights. The options are view, edit and admin.

You can find out what rights each option gives by clicking on the info button next to them.

Manage

Pending Members

They will be invited when you Save

Dummy.Test@nhs.net [Edit_View](#) [Pending](#)

Find a member...

Users

- Forid Alom** [Admin_Edit_View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin_Edit_View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit_View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin_View](#)

Groups

- ELFT Test** [Edit_View](#)

Lead User	▼	
Member	▼	
Member	▼	
Lead Organisation	▼	
Lead Directorate	▼	

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

[Invite New User +](#)

To change the roles of users, use this drop-down list.

Manage

Pending Members

They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) [-](#) Pending

Find a member...

Users

- Forid Alom** [Admin](#) [Edit](#) [View](#) [↗](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#) [Edit](#) [View](#) [↗](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#) [View](#) [↗](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#) [View](#) [↗](#)

Groups

- E** **ELFT Test** [Edit](#) [View](#) [↗](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life ⓘ

Email Address

Invite New User +

Coach
Improvement Advisor
Lead User
Member
Secondary Coach
Secondary Improvement Advisor
Secondary Lead User
Secondary Sponsor
Sponsor
Tertiary Coach
Tertiary Lead User
Tertiary Sponsor

Lead Directorate

To change the roles of users, use this drop-down list.

You can choose between 12 different roles.

Manage

Pending Members

They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) [-](#) Pending

Find a member...

Users

- Forid Alom** [Admin](#) [Edit](#) [View](#) [↗](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#) [Edit](#) [View](#) [↗](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#) [View](#) [↗](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#) [View](#) [↗](#)

Groups

- E** **ELFT Test** [Edit](#) [View](#) [↗](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life ⓘ

Email Address

Invite New User +

To change the roles of users, use this drop-down list.

You can choose between 12 different roles.

Here is where you can set yourself as a coach.

Manage

Pending Members

They will be invited when you Save

Dummy.Test@nhs.net [Edit, View](#) - Pending

Find a member...

Users

Forid Alom [Admin, Edit, View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust

DA **Dummy Account** [Admin, Edit, View](#)
ELFT's Dummy Account at East London NHS Foundation Trust

YM **Yunus Malik** [Edit, View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

East London NHS Foundation Trust [Admin, View](#)

Groups

E **ELFT Test** [Edit, View](#)

Lead User

Member

Member

Lead Organisation

Lead Directorate

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

Every ELFT project MUST have a Lead User, Lead Organisation (ELFT) and Lead Directorate.

Manage

Pending Members
They will be invited when you Save

Dummy.Test@nhs.net [Edit](#) [View](#) [-](#) Pending

Find a member...

Users

- Forid Alom** [Admin](#) [Edit](#) [View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust
- DA** **Dummy Account** [Admin](#) [Edit](#) [View](#)
ELFT's Dummy Account at East London NHS Foundation Trust
- YM** **Yunus Malik** [Edit](#) [View](#)
Quality Improvement Data Analyst at East London NHS Foundation Trust

Organisations

- East London NHS Foundation Trust** [Admin](#) [View](#)

Groups

- E** **ELFT Test** [Edit](#) [View](#)

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User +

Lead User

Member

Member

Lead Organisation

Lead Directorate

Every ELFT project MUST have a Lead User, Lead Organisation (ELFT) and Lead Directorate.

If a project has any of these roles missing, the project would be locked.

How to update your project information?





- General →
- Driver Diagram
- PDSAs
- Measures & Charts
- Discuss
- Documents
- Start
- Projects →
- Programmes
- Discussions
- Analytics
- Reports
- Groups
- People
- Organisations

1.0 **ELFT Dummy Project** ↗
Only members can view

DA Dummy 1 hour ago
[Show Previous Statuses](#) ↓

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags

Members (4 users, 1 orgs and 1 groups)

- Forid Alon Lead User (User - Admin)
- East London NHS Foundation Trust Lead Organisation (Organisation - Admin)
- ELFT Test Lead Directorate (Group - Edit)

Overview

Status	Progress Score
Active	1.0 – Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016
Location	
N/A	
Workflow	
ELFT QI Projects	

Edit ✎ Reports +

As long as you are down as a member of the project with edit access, you will be able to edit any of the fields in the “General” tab.

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



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

beta Analytics

beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view



Describe the current status...

Post your status ↓



1 hour ago

[Show Previous Statuses ↓](#)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Add a tag...

Priorities

[Add new priorities →](#)

Members (4 users, 1 orgs and 1 groups) ⓘ

[View all members](#) [Want to join?](#)

- Forid Alom Lead User (User - Admin)
- East London NHS Foundation Trust Lead Organisation (Organisation - Admin)
- ELFT Test Lead Directorate (Group - Edit)

Overview

Status: **Active** ↓ Progress Score ⓘ: **1.0 – Charter ar** ↓

Start Date: **14/11/2016** End Date: **14/12/2016**

Location: **N/A**

Workflow: **ELFT QI Projects** ↓

Privacy

Who can view this project? ⓘ

Only members can view ↓

Service user involvement ⓘ

Type: **None** ↓

Notes

The page will now go on edit mode and you can update any of the fields.



ELFT Dummy Project

Only members can view



Reports +

General

- Driver Diagram
- PDSAs
- Measures & Ch
- Discuss
- Documents

Start

Projects

- Programmes
- Discussions

Beta Analytics

Beta Reports

- Groups
- People
- Organisations

If you would like to link your project to a directorate or trust-wide priority, you will need to click the edit button first.

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status: Active | Progress Score: 1.0 – Charter and Tea

Start Date: 14/11/2016 | End Date: 14/12/2016

Location: N/A

Workflow: ELFT QI Projects

Privacy

Who can view this project? Only members can view

Service user involvement

Type: None

Notes



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

beta Analytics

beta Reports

Groups

People

Organisations

1.0 **ELFT Dummy Project** ↗
Only members can view

Save ✓ Cancel ✕

DA Dummy Describe the current status...
Post your status ↓

DA Dummy 1 hour ago

[Show Previous Statuses ↓](#)

Members (4 users, 1 orgs and 1 groups) ⓘ



[View all members](#) [Want to join?](#)

The priorities area should now appear. Click on “Add new priorities”.

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Add a tag...

Priorities
[Add new priorities ↗](#)

Active ▾ 1.0 – Charter ar ▾

Start Date 14/11/2016 End Date 14/12/2016

Location N/A

Workflow ELFT QI Projects ▾

Privacy

Who can view this project? ⓘ
Only members can view ▾

Service user involvement ⓘ

Type None ▾

Notes

[Go back to contents page](#)

Manage

Find a priority...

Add New Priorities ×

Organisations **Groups**

East London NHS Foundation Trust Priorities

- ← Reducing inpatient physical violence
- ← Improving access to community services
- ← Value for Money
- ← Shaping recovery in the community
- ← Enjoying work

You will now see the trust-wide priorities. Click on the arrow point left for those priorities that link to your project.

[Go back to contents page](#)

Manage

Added Priorities

These will be added when you Save

Value for Money



Find a priority...



Value for Money



Add New Priorities



Organisations

Groups

Search for organisation priorities



East London NHS Foundation Trust Priorities

- ← Reducing inpatient physical violence
- ← Improving access to community services
- ← Value for Money
- ← Shaping recovery in the community
- ← Enjoying work

The priority will now be linked to your project.

[Go back to contents page](#)

Manage

Added Priorities

These will be added when you Save

Value for Money

Find a priority...

Value for Money

Add New Priorities

Organisations

Groups

Search for organisation priorities

East London NHS Foundation Trust Priorities

- ← Reducing inpatient physical violence
- ← Improving access to community services
- ← Value for Money
- ← Shaping recovery in the community
- ← Enjoying work

To add a directorate priority,
click on the “Groups” tab.

Manage

Added Priorities

These will be added when you Save

Value for Money

Find a priority...

Value for Money

Add New Priorities

Organisations Groups

Bedfordshire

Use the search bar to search for your directorate.

Manage

Added Priorities

These will be added when you Save

Value for Money

Find a priority...

Value for Money

Add New Priorities

Organisations Groups

Bedfordshire

Bedfordshire Priorities

- ← Improving access to services
- ← Improving recruitment and retention of staff
- ← Reducing suicide attempts and suicide

The priorities should now be available for you to link to your project.



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

beta Analytics

beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view

Save ✓ Cancel ✕

DA Dummy
Describe the current status...
Post your status ↓

DA Dummy
1 hour ago
[Show Previous Statuses ↓](#)

Members (4 users, 1 orgs and 1 groups) ⓘ

[View all members](#) [Want to join?](#)

Forid Alom Lead User (User - Admin)

East London NHS Foundation Trust

When you click the edit button, you will also see an option to post a status on your project.

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Add a tag...

Priorities

[Add new priorities](#) →

Start Date

14/11/2016

End Date

14/12/2016

Location

N/A

Workflow

ELFT QI Projects ↓

Privacy

Who can view this project? ⓘ

Only members can view ↓

Service user involvement ⓘ

Type

None ↓

Notes

Notes input field

[Go back to contents page](#)



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view

Edit Reports



Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem inductum sit.

A moment ago

[Show Previous Statuses ↓](#)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Members (4 users, 1 orgs and 1 groups)



[View all members](#) [Want to join?](#)

Forid Atom Lead User (User - Admin)

East London NHS Foundation Trust Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status	Progress Score
Active	1.0 – Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016
Location	

Anyone with edit rights will be able to post a status. The latest status will be viewable on the top of the page.

Type

None

Notes



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view

Edit Reports



Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem inductum sit.

A moment ago

[Show Previous Statuses ↓](#)

Members (4 users, 1 orgs and 1 groups)



[View all members](#) [Want to join?](#)

Forid Atom Lead User (User - Admin)

East London NHS Foundation Trust Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Overview

Status	Progress Score
Active	1.0 – Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016

You can see the historic status updates by clicking on the "Show Previous Statuses" button.

Service user involvement

Type

None

Notes

How to update your project's progress score?





ELFT Dummy Project

Only members can view

General

- Driver Diagram
- PDSAs
- Measures & Charts
- Discuss
- Documents

Start

- Projects
- Programmes
- Discussions

Beta Analytics

- Reports
- Groups
- People
- Organisations
- Admin

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Members (3 users, 1 orgs and 1 groups)



[View all members](#)

You Lead User (Admin) [Leave](#)

ELFT Test
Lead Directorate (Group - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

Overview

Status	Progress Score
Active	1.0 - Charter and Tea
Start Date	End Date
14/11/2016	14/12/2016
Location	
N/A	
Workflow	
ELFT QI Projects	

Changes to the “Status” and “Progress Score” field will need to be approved by your improvement advisor.



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations

Admin



ELFT Dummy Project ↗

Only members can view

Edit Reports

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Members (3 users, 1 orgs and 1 groups)



[View all members](#)

You Lead User (Admin) [Leave](#)

ELFT Test
Lead Directorate (Group - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

Overview

Status Progress Score
Active 1.0 – Charter and Tea

Start Date End Date
14/11/2016 14/12/2016

Location
N/A

Workflow
ELFT QI Projects

You can access the progress score operational definitions by click the info button.

Intent to Participate



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

Charter and Team Established



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

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).

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.).

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.

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.

Improvement



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

Significant Improvement



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

Sustainable Improvement



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

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.

OK

You will now be able to see what each score actually means.



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations

Admin

1.0 **ELFT Dummy Project** ↗
Only members can view



Describe the current status...

Post your status ↓

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Add a tag...

Priorities

[Add new priorities](#) ↗

Members (3 users, 1 orgs and 1 groups)



[View all members](#)



You Lead User (Admin) [Leave](#) ⚙️



ELFT Test
Lead Directorate (Group - Admin)



East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

Overview

Status

Active ▼

Start Date

14/11/2016

Location

N/A

Workflow

ELFT QI Projects

Progress Score

1.0 – Charter ar ⚙️

0.5 – Intent to Participate

1.0 – Charter and Team Established

1.5 – Planning for the Project has begun

2.0 – Activity, but no changes

2.5 – Changes tested, but no improvement

3.0 – Modest Improvement

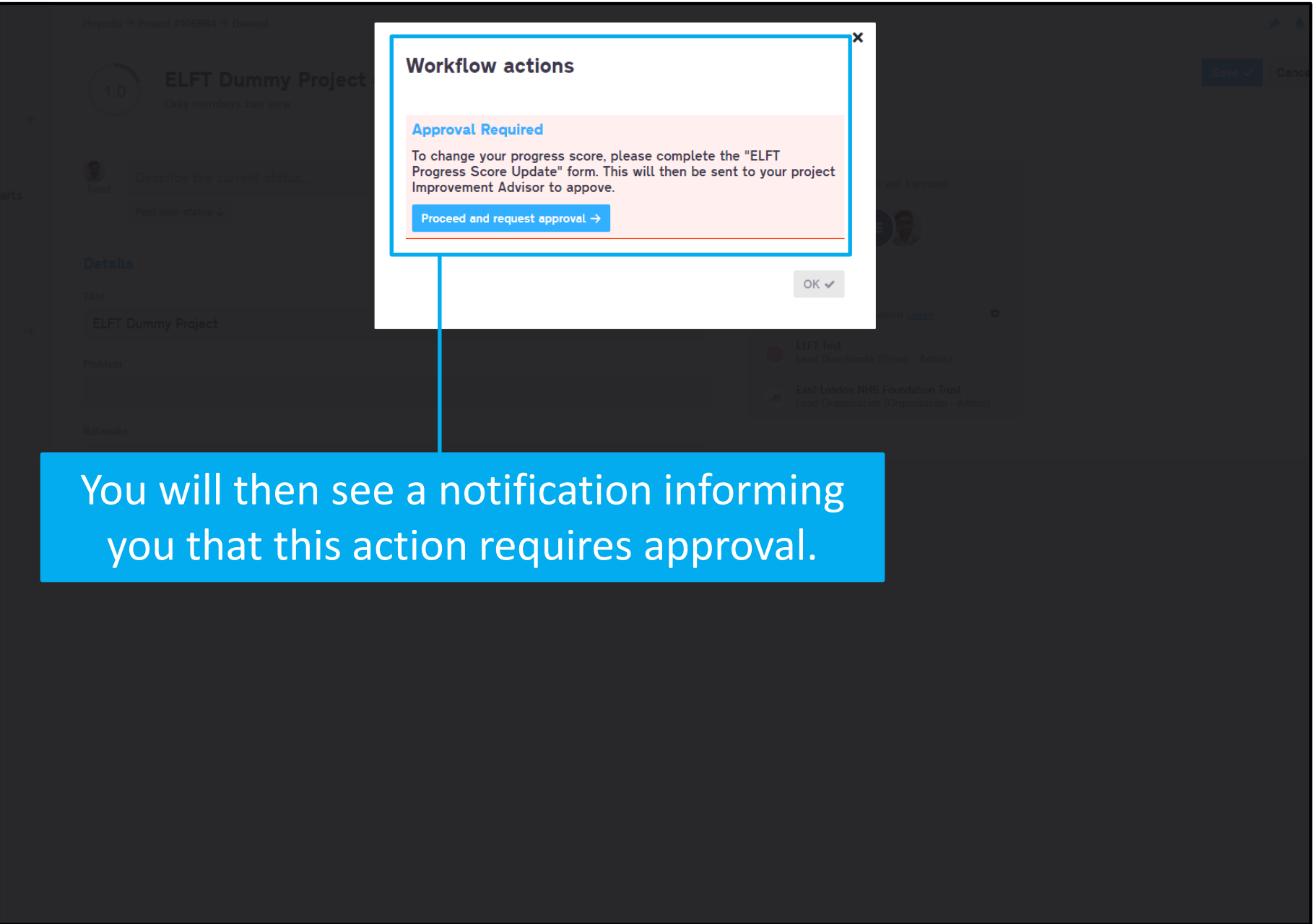
3.5 – Improvement

4.0 – Significant Improvement

4.5 – Sustainable Improvement

5.0 – Outstanding Sustainable Results

When you want to change the progress score, click the “Edit” button and then choose what score you would like to change to.



You will then see a notification informing you that this action requires approval.

Projects → Project #106364 → General


Preview: ELFT Progress Score Update

This report will be published automatically

ELFT Progress Score Update - Created by Forid Alam 2017/11/22

New Progress Score:
1.5

Why do you think the progress score should be changed?



Create report and request approval ✓ Cancel ✕

You will then be asked to justify why you think the progress score should be changed.

Projects → Project #100384 → General

Preview: ELFT Progress Score Update

This report will be published automatically

ELFT Progress Score Update - Created by Forid Alam 2017/11/22

New Progress Score:
1.5

Why do you think the progress score should be changed?
DEMO

NHS East London NHS Foundation Trust

Create report and request approval ✓ Cancel ✕

You will then be asked to justify why you think the progress score should be changed.

Then click the “Create report and request approval” button. This will send a notification to your improvement advisor who can then accept or decline the change.

How to close your project?





General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view



Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem inductum sit.

A moment ago

[Show Previous Statuses](#) ↓

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Members (4 users, 1 orgs and 1 groups)



[View all members](#) [Want to join?](#)

Forid Atom Lead User (User - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status

Active

Progress Score

1.0 – Charter and Tea

Start Date

14/11/2016

End Date

14/12/2016

Location

N/A

Workflow

ELFT QI Projects

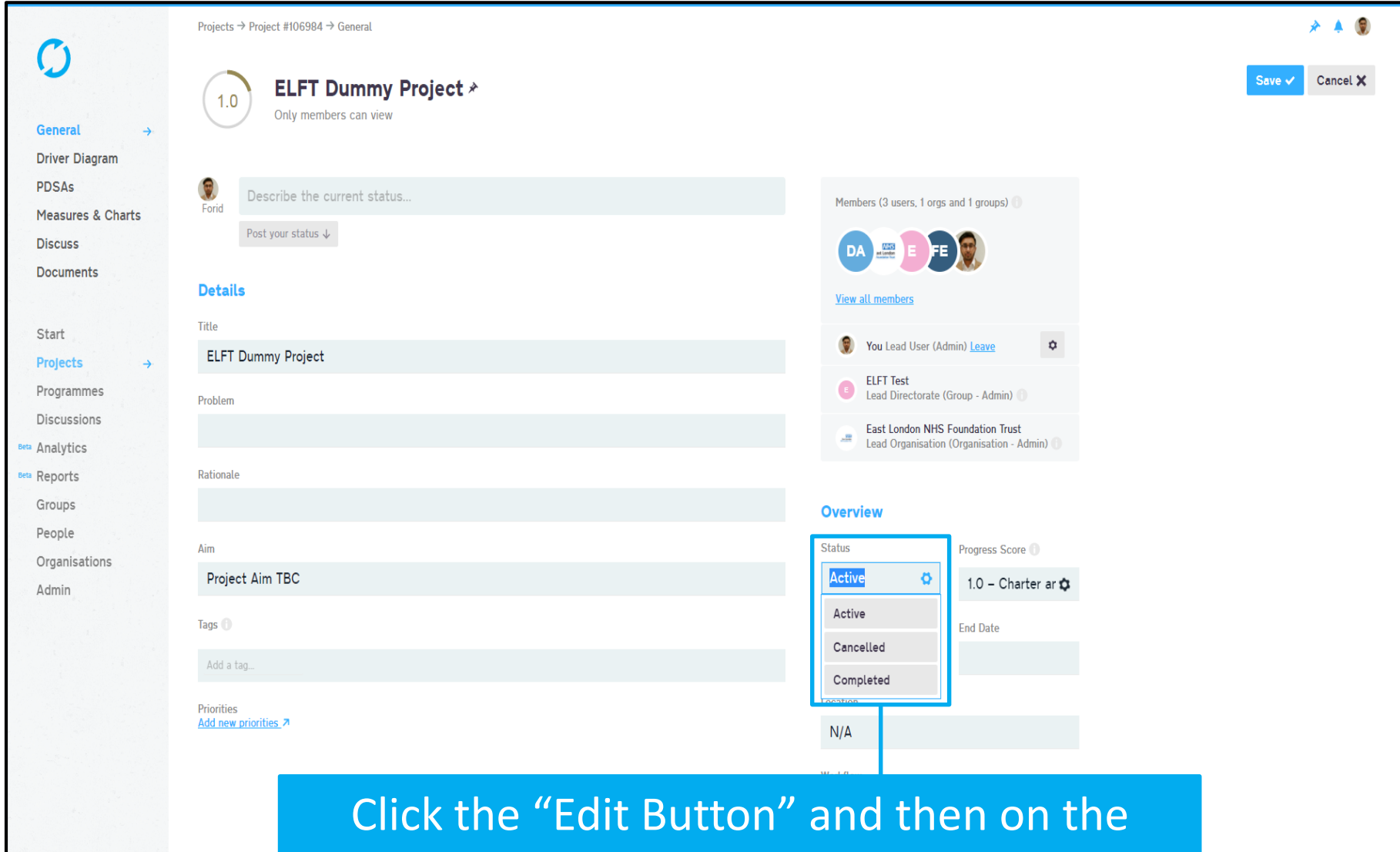
Service user involvement

Type

None

Notes

When you want to close your project, you need to change the “Status” field.



Projects → Project #106984 → General

ELFT Dummy Project ↗
Only members can view

Save ✓ Cancel ✕

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

Start
Projects →
Programmes
Discussions
Beta Analytics
Beta Reports
Groups
People
Organisations
Admin

Describe the current status...
Forid
Post your status ↓

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags ⓘ
Add a tag...

Priorities
[Add new priorities](#) ↗

Members (3 users, 1 orgs and 1 groups) ⓘ
View all members

You Lead User (Admin) [Leave](#) ⚙️

ELFT Test
Lead Directorate (Group - Admin) ⓘ

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin) ⓘ

Overview

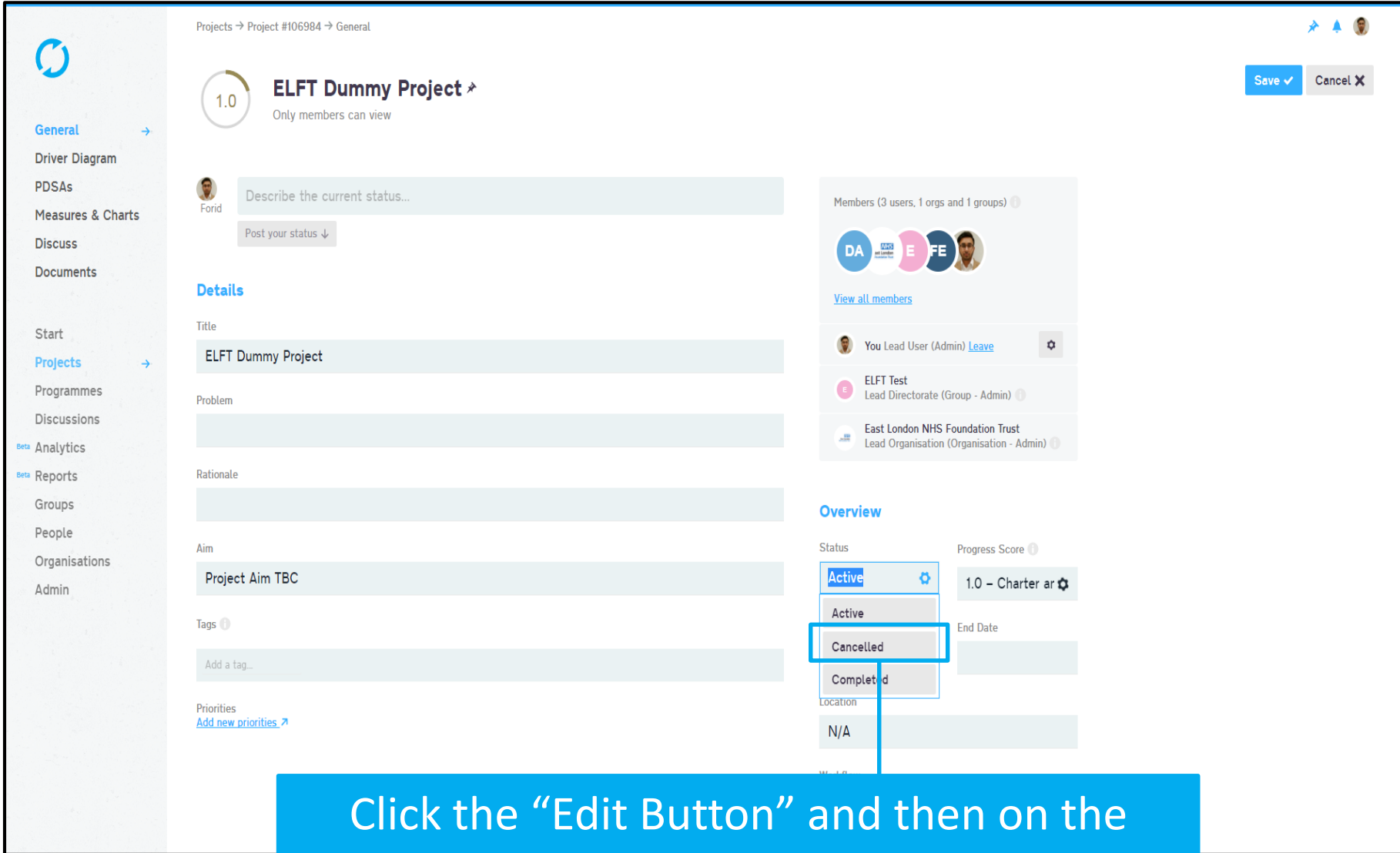
Status
Active ⚙️
Active
Cancelled
Completed

Progress Score ⓘ
1.0 – Charter ar ⚙️

End Date

N/A

Click the “Edit Button” and then on the status field choose from one of the options (Cancelled or Completed).



Projects → Project #106984 → General

ELFT Dummy Project ↗
Only members can view

Save ✓ Cancel ✕

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

Start
Projects →
Programmes
Discussions
Beta Analytics
Beta Reports
Groups
People
Organisations
Admin

Describe the current status...
Forid
Post your status ↓

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags ⓘ
Add a tag...

Priorities
[Add new priorities](#) ↗

Members (3 users, 1 orgs and 1 groups) ⓘ
View all members

You Lead User (Admin) [Leave](#) ⚙️

ELFT Test
Lead Directorate (Group - Admin) ⓘ

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin) ⓘ

Overview

Status
Active ⚙️
Active
Cancelled
Completed

Progress Score ⓘ
1.0 – Charter ar ⚙️

End Date

Location
N/A

Click the “Edit Button” and then on the status field choose from one of the options (Cancelled or Completed).

Projects → Project #100984 → General

Workflow actions

Project closure requires approval

To close your project, please complete the "ELFT Project Closure Form". This will then be sent to your project Improvement Advisor to approve.

[Proceed and request approval →](#)

OK ✓

You will then see a notification informing you that this action requires approval.

Workflow actions

Project closure requires approval

To close your project, please complete the "ELFT Project Closure Form". This will then be sent to your project Improvement Advisor to approve.

[Proceed and request approval →](#)

OK ✓

You will then see a notification informing you that this action requires approval.

Click the “Proceed and request approval” button.

You will now see the project closure form.

Preview: ELFT Project Closure Form Create report and request approval ✓ Cancel ✕

Draft until Published

ELFT Project Closure Form - Created by Farid Alam 2019/10/22

Project Title:
ELFT Dummy Project

Progress Score: 1 **Activity Status:** Cancelled

Location:
N/A

Project Lead (Lead User):
Farid Alam

QI Coach:

QI Sponsor:

Who was involved in the closure discussion?

Why is this project being closed?

Has the team seen any benefits from the project?

What were the main factors that helped drive this project forward?

What were the main factors that hindered progress of this project?


Any transferable learning from this project?

Do you think this team, or another team, will be tackling the same issue again in the future?

If yes, what advice would you give?

Is the team going to start another QI project?

If yes, when and on what topic? If no, what is the barrier to using QI?

 **NHS**
East London
NHS Foundation Trust

Create report and request approval ✓ Cancel ✕

[Go back to contents page](#)

You will now see the project closure form.

The first few fields will be automatically pulled from the “General” page of your project

Preview: ELFT Project Closure Form

Create report and request approval ✓

Cancel ✕

Draft until Published

Project Title:

ELFT Dummy Project

Progress Score:

1

Activity Status:

Cancelled

Location:

N/A

Project Lead (Lead User):

Forid Alom

QI Coach:

QI Sponsor:

Who was involved in the closure discussion?

Why is this project being closed?

Has the team seen any benefits from the project?

What were the main factors that helped drive this project forward?

What were the main factors that hindered progress of this project?

Any transferable learning from this project?

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If yes, what advice would you give?

Is the team going to start another QI project?

If yes, when and on what topic? If no, what is the barrier to using QI?



NHS
East London
NHS Foundation Trust

Create report and request approval ✓

Cancel ✕



NHS
East London
NHS Foundation Trust

[Go back to contents page](#)

You will now see the project closure form.

The first few fields will be automatically pulled from the “General” page of your project

The fields highlighted in pink are the ones you need to answer.

Preview: ELFT Project Closure Form Create report and request approval ✓ Cancel ✕
Draft until Published

ELFT Project Closure Form - Created by Farid Alam 2019/10/22

Project Title:
ELFT Dummy Project

Progress Score: 1 **Activity Status:** Cancelled

Location:
N/A

Project Lead (Lead User):
Farid Alam

QI Coach:

QI Sponsor:

Who was involved in the closure discussion?

Why is this project being closed?

Has the team seen any benefits from the project?

What were the main factors that helped drive this project forward?

What were the main factors that hindered progress of this project?


Any transferable learning from this project?

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If yes, when and on what topic? If no, what is the barrier to using QI?

 **NHS**
East London
NHS Foundation Trust

Create report and request approval ✓ Cancel ✕

[Go back to contents page](#)

You will now see the project closure form.

The first few fields will be automatically pulled from the “General” page of your project

The fields highlighted in pink are the ones you need to answer.

Once you have completed the form, click the “Create report and request approval” button.

Preview: ELFT Project Closure Form

Create report and request approval ✓

Cancel ✕

Draft until Published

ELFT Project Closure Form - Created by Farid Alam 2019/10/22

Project Title:

ELFT Dummy Project

Progress Score:

1

Activity Status:

Cancelled

Location:

N/A

Project Lead (Lead User):

Farid Alam

QI Coach:

QI Sponsor:

Who was involved in the closure discussion?

Why is this project being closed?

Has the team seen any benefits from the project?

What were the main factors that helped drive this project forward?

What were the main factors that hindered progress of this project?

Any transferable learning from this project?

Do you think this team, or another team, will be tackling the same issue again in the future?

If yes, what advice would you give?

Is the team going to start another QI project?

If yes, when and on what topic? If no, what is the barrier to using QI?



NHS

East London
NHS Foundation Trust

Create report and request approval ✓

[Go back to contents page](#)



NHS

East London
NHS Foundation Trust

You will now see the project closure form.

The first few fields will be automatically pulled from the “General” page of your project

The fields highlighted in pink are the ones you need to answer.

Once you have completed the form, click the “Create report and request approval” button.

The report will then be sent to your project’s Improvement Advisor for approval.

Preview: ELFT Project Closure Form

Create report and request approval ✓

Cancel ✕

Draft until Published

ELFT Project Closure Form - Created by Farid Alam 2019/10/22

Project Title:

ELFT Dummy Project

Progress Score:

1

Activity Status:

Cancelled

Location:

N/A

Project Lead (Lead User):

Farid Alam

QI Coach:

QI Sponsor:

Who was involved in the closure discussion?

Why is this project being closed?

Has the team seen any benefits from the project?

What were the main factors that helped drive this project forward?

What were the main factors that hindered progress of this project?

Any transferable learning from this project?

Do you think this team, or another team, will be tackling the same issue again in the future?

If yes, what advice would you give?

Is the team going to start another QI project?

If yes, when and on what topic? If no, what is the barrier to using QI?



Create report and request approval ✓

Cancel ✕



[Go back to contents page](#)

Projects → Project #106984 → General

ELFT Dummy Project ↗

1.0
Only members can view

Describe the current status...
Post your status ↓

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags

Priorities
[Add new priorities ↗](#)

Members (3 users, 1 orgs and 1 groups)

[View all members](#)

You Lead User (Admin) [Leave](#)

ELFT Test
Lead Directorate (Group - Admin)

East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

Overview

Status
Progress Score 1

1.0 – Charter ar ▼

This field is locked as a request to change the value to 'Cancelled' has been submitted and is pending approval.

N/A

The “Status” field will then be locked and highlight in yellow. If you click on it, it will tell you the field is locked and pending approval.

How to restrict access to your project?





General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations



ELFT Dummy Project

Only members can view



Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem inductum sit.
A moment ago

[Show Previous Statuses ↓](#)

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Members (4 users, 1 orgs and 1 groups)



[View all members](#) [Want to join?](#)

Forid Atom Lead User (User - Admin)

East London NHS Foundation Trust Lead Organisation (Organisation - Admin)

ELFT Test Lead Directorate (Group - Edit)

Overview

Status Progress Score ⓘ

Active 1.0 – Charter and Tea

Start Date End Date
4/12/2016

ELFT QI Projects

Privacy

Who can view this project? ⓘ

Only members can view

Service user involvement ⓘ

Type

None

Notes

Project privacy is controlled through this field.



ELFT Dummy Project

Only members can view

Save ✓

Cancel ✕

General →

You have two options to choose from.

Documents

Start

Projects →

Programmes

Discussions

beta Analytics

beta Reports

Groups

People

Organisations

DA
Dummy

Lorem ipsum dolor sit amet. Sea alterum temporibus ullamcorpoer et. eu his illum labores reprehendunt. Vel explicari aliquando dissentiet an. at wisi autem inductum sit.

31 minutes ago

[Show Previous Statuses](#) ↓

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags

Add a tag...

Priorities

[Add new priorities](#)

is and 1 groups

[View all members](#)

- DA You (Admin)
- Forid Atom Lead User (User - Admin)
- East London NHS Foundation Trust Lead Organisation (Organisation - Admin)
- ELFT Test Lead Directorate (Group - Edit)

Overview

Status

Active

Progress Score

1.0 - Charter ar

Start Date

14/11/2016

End Date

14/12/2016

Location

N/A

Workflow

ELFT QI Projects

Privacy

Who can view this project?

Only members can view

Everyone can view

Only members can view

Type

None

Notes



ELFT Dummy Project

Only members can view

General

You have two options to choose from.

- **Everyone can view**
Anyone on the life platform can view your project (internal and external users).
- **Only members can view**
Only your project team members can view your project.

Aim

Project Aim TBC

Tags

Add a tag...

Priorities

[Add new priorities](#)

Start Date

14/11/2016

End Date

14/12/2016

Location

N/A

Workflow

ELFT QI Projects

Progress Score

1.0 - Charter ar

Privacy

Who can view this project?

Only members can view

Everyone can view

Only members can view

Type

None

Notes





ELFT Dummy Project

Only members can view

Save ✓

Cancel ✕

General →

You have two options to choose from.

- **Everyone can view**
Anyone on the life platform can view your project (internal and external users).
- **Only members can view**
Only your project team members can view your project.

The default option is “Only members can view”. All ELFT projects should be set at this.

Priorities
[Add new priorities](#)

ELFT QI Projects

Privacy

Who can view this project?

Only members can view

Everyone can view

Only members can view

Type

None

Notes



How to submit a monthly progress update to your sponsor?



As a QI Coach, you're required to submit a monthly progress update to your sponsor on projects you are coaching.

As a QI Coach, you're required to submit a monthly progress update to your sponsor on projects you are coaching.

This is done through the “ELFT Progress Update to Sponsor” form.

As a QI Coach, you're required to submit a monthly progress update to your sponsor on projects you are coaching.

This is done through the "ELFT Progress Update to Sponsor" form.

Below is a flowchart explaining how the reporting cycle works.

STEP 1

TIME TO COMPLETE REPORT:
7 DAYS (168 hrs)

PROJECT LEAD

On the **1st Monday** of the month (at 10am), project leads receive notification to complete their update.

STEP 1 NOTES

On the **1st Monday of the month** (at 10am), an email (and Life QI notification) will be sent to the project lead to notify them that it's time to complete their monthly progress update to their sponsor. The email will contain a link to the report.

Project leads then have 7 days to complete questions 1 to 10 on the "ELFT Progress Update to Sponsor" report.

STEP 2

TIME TO COMPLETE REPORT:
7 DAYS (168 hrs)

QI COACH

On the **2nd Monday** of the month (at 10am), QI Coach receives notification to complete their update.

STEP 2 NOTES

On the **2nd Monday of the month** (at 10am), an email (and Life QI notification) will be sent to the QI coach to notify them that it's time to complete their monthly progress update. The email will contain a link to the report.

The QI coach will be able to see what the project lead has answered to questions 1 to 10.

The QI coach then has 7 days to complete question 11.

STEP 3

TIME TO REVIEW REPORT:
2 DAYS (48 hrs)

IMPROVEMENT ADVISOR

On the **3rd Monday** of the month (at 10am), Improvement advisor receives notification to review report.

STEP 3 NOTES

On the **3rd Monday of the month** (at 10am), an email (and Life QI notification) will be sent to the improvement advisor to notify them that it's time to review the monthly progress update. The email will contain a link to the report.

The Improvement Advisor will be able to see what the project lead and QI coach have answered.

STEP 4

PROJECT LEAD, QI COACH, IA AND QI SPONSOR

On the **Wednesday after the 3rd Monday** of the month (at 10am), the project lead, QI Coach, IA and QI sponsor receive report.

STEP 4 NOTES

On the **Wednesday after the 3rd Monday of the month** (at 10am), the report will be sent to the project lead, QI coach, Improvement Advisor and QI sponsor.

STEP 1

TIME TO
COMPLETE
REPORT:
7 DAYS (168 hrs)

PROJECT LEAD

On the 1st Monday of the month, project leads receive an email and notification on Life QI notifying them that it's time to complete the "ELFT Progress Update to Sponsor" report.

EMAIL NOTIFICATION

Life QI Progress Update to Sponsor – Update Due

Life QI <bot@lifeqisystem.com>

Sent: Wed 22/11/2017 11:00

To: ALOM, Forid (EAST LONDON NHS FOUNDATION TRUST)

Hi Forid Alom,

Your monthly progress update to your sponsor is due. This will help your sponsor know of any successes and challenges you may have had and is an essential part of helping your project move forward. Please complete the "ELFT Progress Update to Sponsor" report within the next 7 days.

The 'ELFT Progress Update to Sponsor - [MONTH YEAR]' report for the project 'Testing new approval process' has been run.

All the best,
Life team

For help and support, please contact ELFT QI Team
Tel: 0207 655 4077 / 4078
Address: 9 Alie Street, London, E1 8DE
Web: <http://qi.elft.nhs.uk>
Email: qi@elft.nhs.uk
Twitter: twitter.com/ELFT_QI

LIFE QI PLATFORM NOTIFICATION

Life QI Progress Update to Sponsor – Update Due - The 'ELFT Progress Update to Sponsor - [MONTH YEAR]' report for the project 'Testing new approval process' has been run.

Your monthly progress update to your sponsor is due. This will help your sponsor know of any successes and challenges you may have had and is an essential part of helping your project move forward. Please complete the "ELFT Progress Update to Sponsor" report within the next 7 days.

22/11/2017 at 11:00:28

ELFT Progress Update to Sponsor - [MONTH YEAR]

Created by today at 07:00 - Draft until Published

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

The first few fields on the report is automatically filled in based on what you have in the "General" page.

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?
2. Do you think your project progress score should be changed? If so, to what and why?
3. Have you run any PDSA tests of change in the last month? If not, what is stopping you from testing?
4. Are you collecting and looking at data regularly? If not, what is holding you back?
5. Are you seeing any changes or improvements?
6. What factors are holding the project back?
7. Is there anything that you need help with?
8. Are you meeting with your QI coach regularly?
9. Are service users and carers (or customers) involved or regularly consulted on the project?
10. What is your plan for the next month?

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update



NHS
East London
NHS Foundation Trust



[Go back to contents page](#)

ELFT Progress Update to Sponsor - [MONTH YEAR]

Created by today at 07:00 - Draft until Published

ELFT Pro

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?
2. Do you think your project progress score should be changed? If so, to what and why?
3. Have you run any PDSA tests of change in the last month? If not, what is stopping you from testing?
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9. Are service users and carers (or customers) involved or regularly consulted on the project?
10. What is your plan for the next month?

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update



NHS
East London
NHS Foundation Trust

The first few fields on the report is automatically filled in based on what you have in the "General" page.

Project leads complete questions 1 to 10.



ELFT Progress Update to Sponsor - [MONTH YEAR]

Created by today at 07:00 - Draft until Published

ELFT Pro

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?
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8. Are you meeting with your QI coach regularly?
9. Are service users and carers (or customers) involved or regularly consulted on the project?
10. What is your plan for the next month?

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update



The first few fields on the report is automatically filled in based on what you have in the "General" page.

Project leads complete **questions 1 to 10.**

They have **7 days** to complete their updates.



[Go back to contents page](#)



STEP 2

TIME TO
COMPLETE
REPORT:
7 DAYS (168 hrs)

QI COACH

On the **2nd Monday** of the month, you will receive an email and notification on Life QI notifying you that it's time to review the report completed by the project lead and add your update

EMAIL NOTIFICATION

Progress update to sponsor - your updates are due

Life QI <bot@lifeqisystem.com>

Sent: Tue 28/11/2017 12:08

To: ALOM, Forid (EAST LONDON NHS FOUNDATION TRUST)

Hi Forid Alom,

It is now time for you to enter your updates onto the "ELFT Progress Update To Sponsor" report.

Notification from report '[ELFT Progress Update to Sponsor - Dec 2017](#)'

All the best,
Life team

For help and support, please contact ELFT QI Team

Tel: 0207 655 4077 / 4078

Address: 9 Alie Street, London, E1 8DE

Web: <http://qi.elft.nhs.uk>

Email: qi@elft.nhs.uk

Twitter: [@ELFT_QI](https://twitter.com/@ELFT_QI)

LIFE QI PLATFORM NOTIFICATION

Progress update to sponsor - your updates are due - Notification from report 'ELFT Progress Update to Sponsor - Dec 2017'.

It is now time for you to enter your updates onto the "ELFT Progress Update To Sponsor" report.

29/11/2017 at 09:40:28

STEP 2

TIME TO
COMPLETE
REPORT:
7 DAYS (168 hrs)

QI COACH



On the **2nd Monday** of the month, you will receive an email and notification on Life QI notifying you that it's time to review the report completed by the project lead and add your update

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Notification from report ['ELFT Progress Update to Sponsor - Dec 2017'](#)

All the best,
Life team

For help and support, please contact ELFT QI Team
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Address: 9 Alie Street, London, E1 8DE
Web: <http://qi.elft.nhs.uk>
Email: qi@elft.nhs.uk
Twitter: twitter.com/@ELFT_QI

LIFE QI PLATFORM NOTIFICATION

Progress update to sponsor - your updates are due -

Notification from report ['ELFT Progress Update to Sponsor - Dec 2017'](#).

It is now time for you to enter your updates onto the "ELFT Progress Update To Sponsor" report.

29/11/2017 at 09:40:28

Both notifications will contain a link to the report.

STEP 2

TIME TO
COMPLETE
REPORT:
7 DAYS (168 hrs)

QI COACH

On the **2nd Monday** of the month, you will receive an email and notification on Life QI notifying you that it's time to review the report completed by the project lead and add your update

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Twitter: [twitter.com/@ELFT_QI](https://twitter.com/ELFT_QI)

LIFE QI PLATFORM NOTIFICATION

Progress update to sponsor - your updates are due -

Notification from report ['ELFT Progress Update to Sponsor - Dec 2017'](#).

It is now time for you to enter your updates onto the "ELFT Progress Update To Sponsor" report.

29/11/2017 at 09:40:28

Both notifications will contain a link to the report.

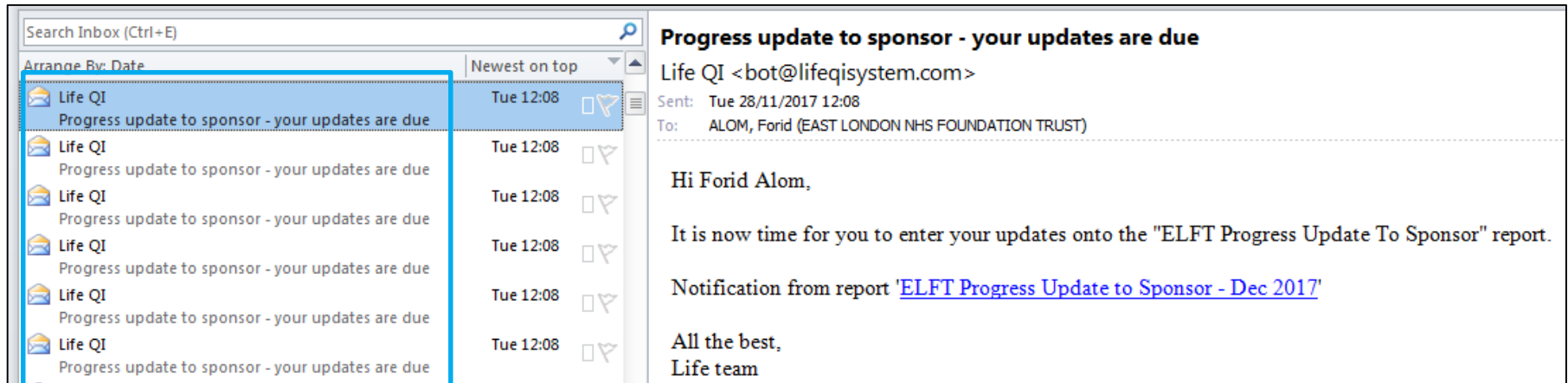
You will get a notification per project you are coaching. So if you are down as the coach for 6 projects, you will get 6 notifications with link to reports for each project.

STEP 2

TIME TO
COMPLETE
REPORT:
7 DAYS (168 hrs)

QI COACH

On the **2nd Monday** of the month, you will receive an email and notification on Life QI notifying you that it's time to review the report completed by the project lead and add your update



The screenshot shows an email inbox on the left with six entries, each titled "Life QI Progress update to sponsor - your updates are due" and dated "Tue 12:08". A blue box highlights the first entry. To the right, the content of the selected email is displayed. The subject is "Progress update to sponsor - your updates are due" from "Life QI <bot@lifeqisystem.com>". The sender is "Life QI" and the recipient is "ALOM, Forid (EAST LONDON NHS FOUNDATION TRUST)". The email body contains the following text:

Hi Forid Alom,

It is now time for you to enter your updates onto the "ELFT Progress Update To Sponsor" report.

Notification from report ['ELFT Progress Update to Sponsor - Dec 2017'](#)

All the best,
Life team

You will get a notification per project you are coaching. So if you are down as the coach for 6 projects, you will get 6 notifications with link to reports for each project.

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?

Project lead update

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

Project lead update

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

Project lead update

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

Project lead update

5. Are you seeing any changes or improvements?

Project lead update

6. What factors are holding the project back?

Project lead update

7. Is there anything that you need help with?

Project lead update

8. Are you meeting with your QI coach regularly?

Project lead update

9. Are service users and carers (or customers) involved or regularly consulted on the project?

Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?

Project lead update

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Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

You will be able to see the project leads updates.

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

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Project lead update

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Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

You will be able to see the project leads updates.

If the project lead has not completed their updates, these fields will be blank.

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?

Project lead update

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

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Project lead update

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Project lead update

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Project lead update

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Project lead update

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Project lead update

8. Are you meeting with your QI coach regularly?

Project lead update

9. Are service users and carers (or customers) involved or regularly consulted on the project?

Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

You will be able to see the project leads updates.

If the project lead has not completed their updates, these fields will be blank.

You will then be able to add your update in **question 11.**

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?

Project lead update

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

Project lead update

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

Project lead update

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Project lead update

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Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

You will be able to see the project leads updates.

If the project lead has not completed their updates, these fields will be blank.

You will then be able to add your update in **question 11.**

You have up to **7 days** to complete your updates.

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?

Project lead update

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

Project lead update

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

Project lead update

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

Project lead update

5. Are you seeing any changes or improvements?

Project lead update

6. What factors are holding the project back?

Project lead update

7. Is there anything that you need help with?

Project lead update

8. Are you meeting with your QI coach regularly?

Project lead update

9. Are service users and carers (or customers) involved or regularly consulted on the project?

Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

You will be able to see the project leads updates.

If the project lead has not completed their updates, these fields will be blank.

You will then be able to add your update in **question 11**.

You have up to **7 days** to complete your updates.

On the 3rd Monday of the month, the report will then be sent to your project's Improvement advisor to review.

These fields are automatically populated based on what you have on the "General" page of your project.

Project Title:

Testing new approval process

Location

Current Progress Score

0.5

Service User / Carer / Customer Involvement:

None

Lead User to fill out this section (Questions 1-10)

As the lead user of the project, please answer the following questions.

Lead User

Forid Alom

1. What progress have you made since your last update?

Project lead update

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

Project lead update

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

Project lead update

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

Project lead update

5. Are you seeing any changes or improvements?

Project lead update

6. What factors are holding the project back?

Project lead update

7. Is there anything that you need help with?

Project lead update

8. Are you meeting with your QI coach regularly?

Project lead update

9. Are service users and carers (or customers) involved or regularly consulted on the project?

Project lead update

10. What is your plan for the next month?

Project lead update

QI Coach to fill out this section (Questions 11)

As the QI coach for the project, please answer the following question.

QI Coach

11. QI Coach Monthly Update

When you click on the report link, you will be taken to the report (which is saved in the documents tab of the project).

You will be able to see the project leads updates.

If the project lead has not completed their updates, these fields will be blank.

You will then be able to add your update in **question 11**.

You have up to **7 days** to complete your updates.

On the 3rd Monday of the month, the report will then be sent to your project's Improvement advisor to review.

On the Wednesday after the 3rd Monday of the month, the report will then be sent to the project lead, yourself, your Improvement advisor and your QI sponsor.

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



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