Leading an ELFT QI Project

qi.elft.nhs.uk

@ELFT_QI

Elft.qi@nhs.net

Contents

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.

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

The page will default to showing you "Active" projects within the "My Projects" area. These are any active projects where you are down as a member.

If you would like to see projects taking place in your organisation, click on "My Org's Projects".

You can apply different filters by clicking the filter button

You will now see a range of filters you can apply to look at specific projects

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

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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 shortcut on the top right.

NHS
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NHS Foundation Trust

Since I am linked to the "ELFT Dummy Project", it appears in "My Projects" 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 shortcut on the top right.

Since I am linked to the "ELFT Dummy Project", it appears in "My Projects" 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 shortcut on the top right.
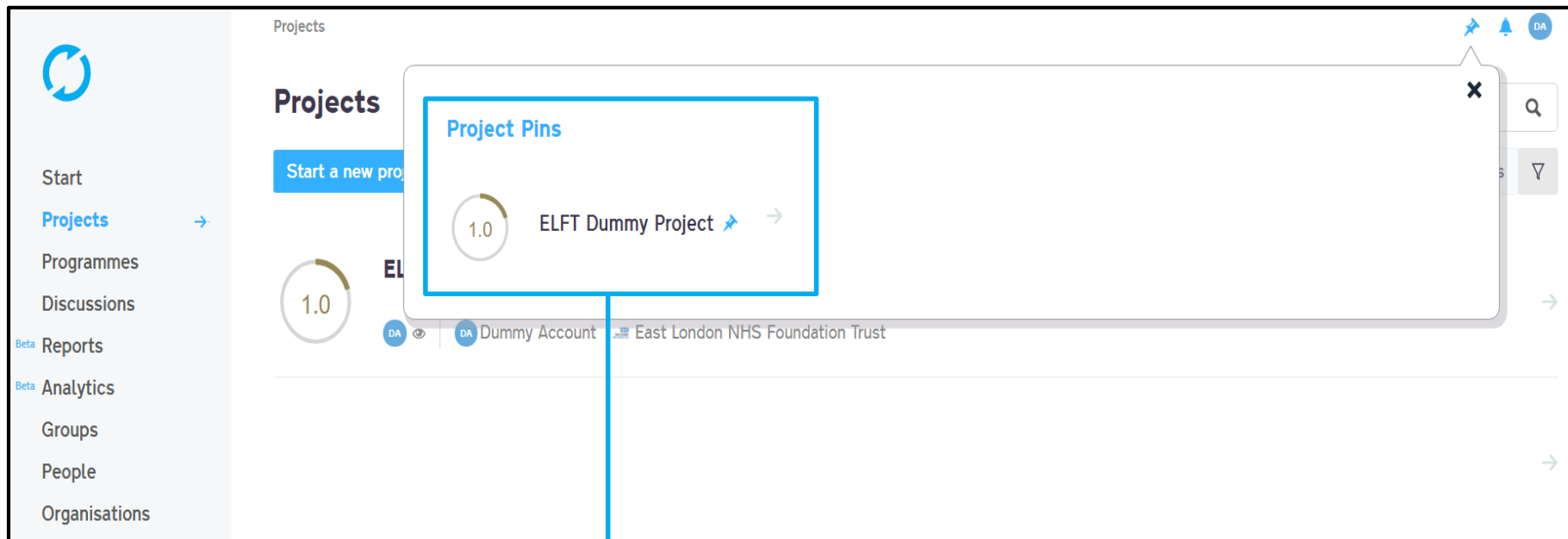
Since I am linked to the "ELFT Dummy Project", it appears in "My Projects" tab.

You can use this pin feature to quickly access different elements on the platform

To open the project, simply click on the title

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

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.

Use this search bar to search for projects.

Use this search bar to search for projects.

Remember, if you are in the "My Projects" tab then the search bar will only search for that project iD in the projects you are linked to.

Projects

Projects

110574

Start a new project +   Reports

Active ✔   My Projects ✔   My Org's Projects

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

ELFT Dummy Project 📌

Project Aim TBC
N/A

1.0

DA 👁   DA Dummy Account   East London NHS Foundation Trust

Showing 1 to 1 of 1   Back to top ↑

Use this search bar to search for projects.

Remember, if you are in the "My Projects" 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 Org's Projects" tab.

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How to add team members to your project?

qi.elft.nhs.uk

@ELFT_QI

Elft.qi@nhs.net

Projects → Project #110574 → General

ELFT Dummy Project ⚲
Only members can view

1.0

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

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

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags ⓘ

Linked priorities ⓘ

Link a priority +

Members (1 users, orgs and 1 groups) ⓘ

← View all members

DA **You** Lead User (Admin) Leave ⚙

E **ELFT Test** Lead Directorate (Group -

East London NHS Foundation Trust
Lead Organisation (Organisation - ⓘ

Overview

Status
Active

Progress Score ⓘ
1.0 – Charter and Tea

Start Date
14/11/2016

End Date
14/12/2016

Location
N/A

Notes

Edit ✎

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.

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NHS Foundation Trust

Then click on the "view all members" button.
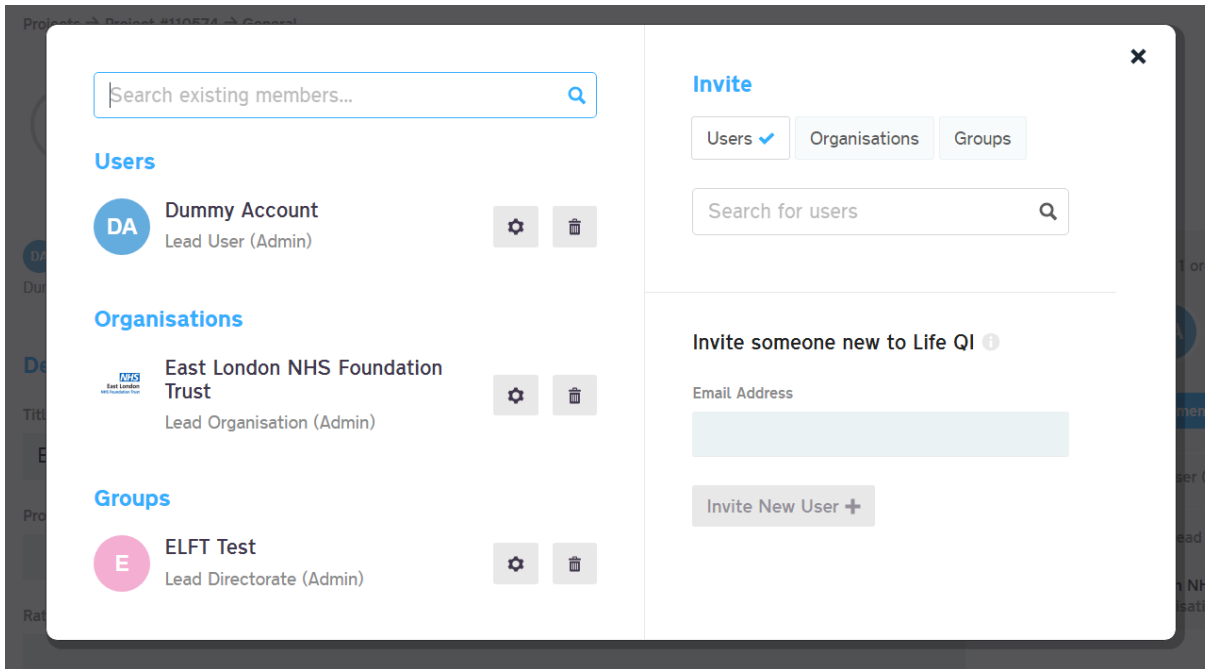
The members window will pop up which allows you to add and remove members
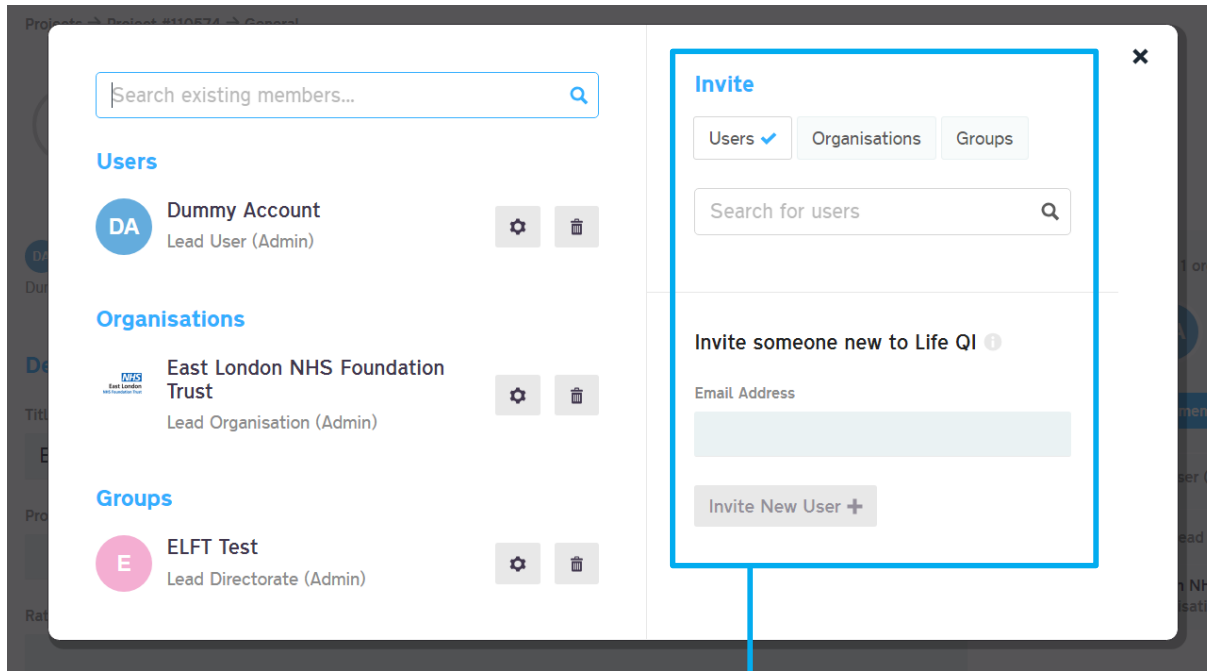
Here is where you can add and remove users, groups and organisations.
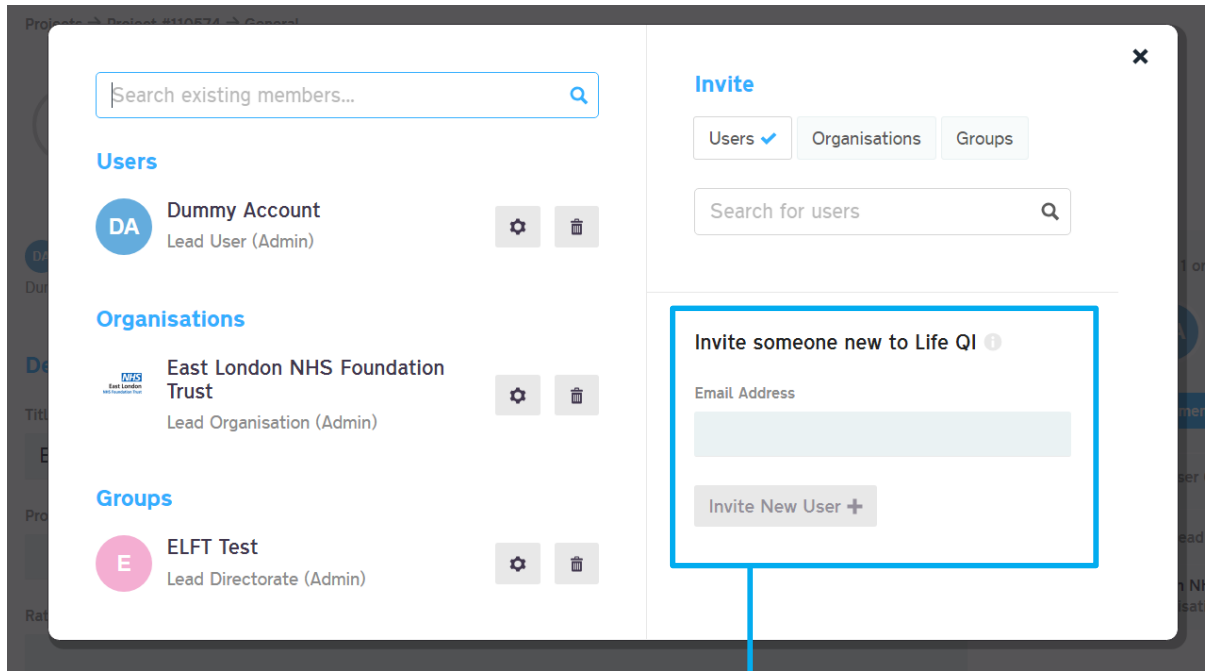
Here is where you can add and remove users, groups and organisations.

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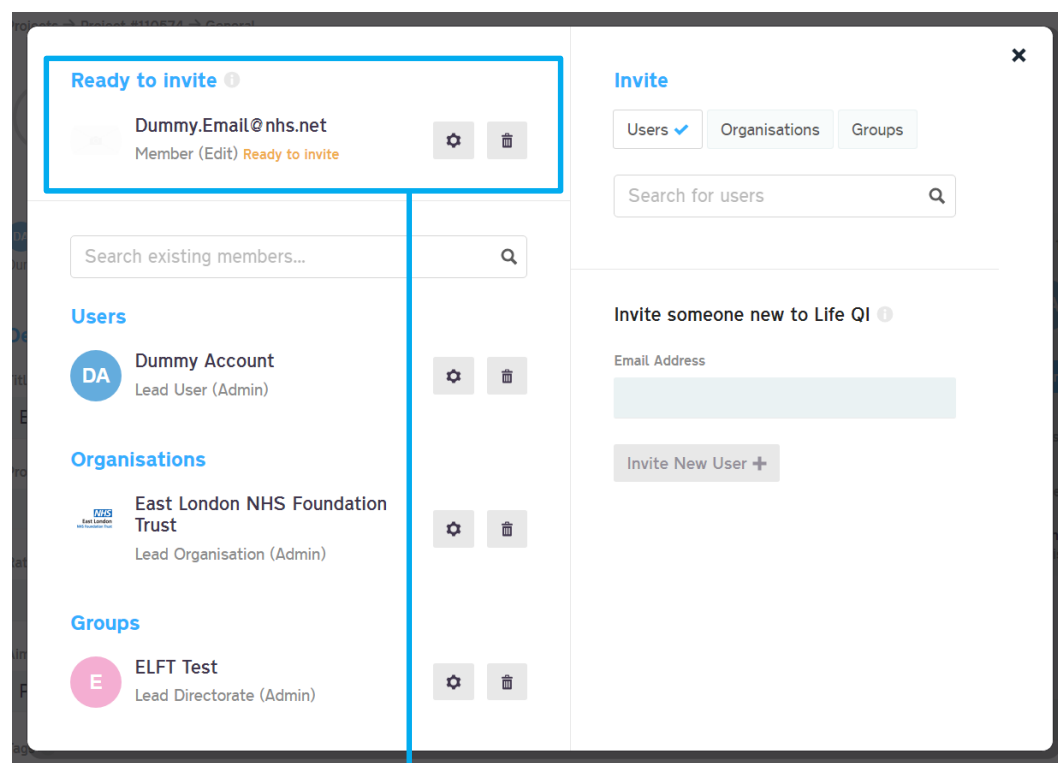
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If you can't find them on the system, you can send them an invite to sign up by entering their email address into the "Invite someone new to life" box.

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.
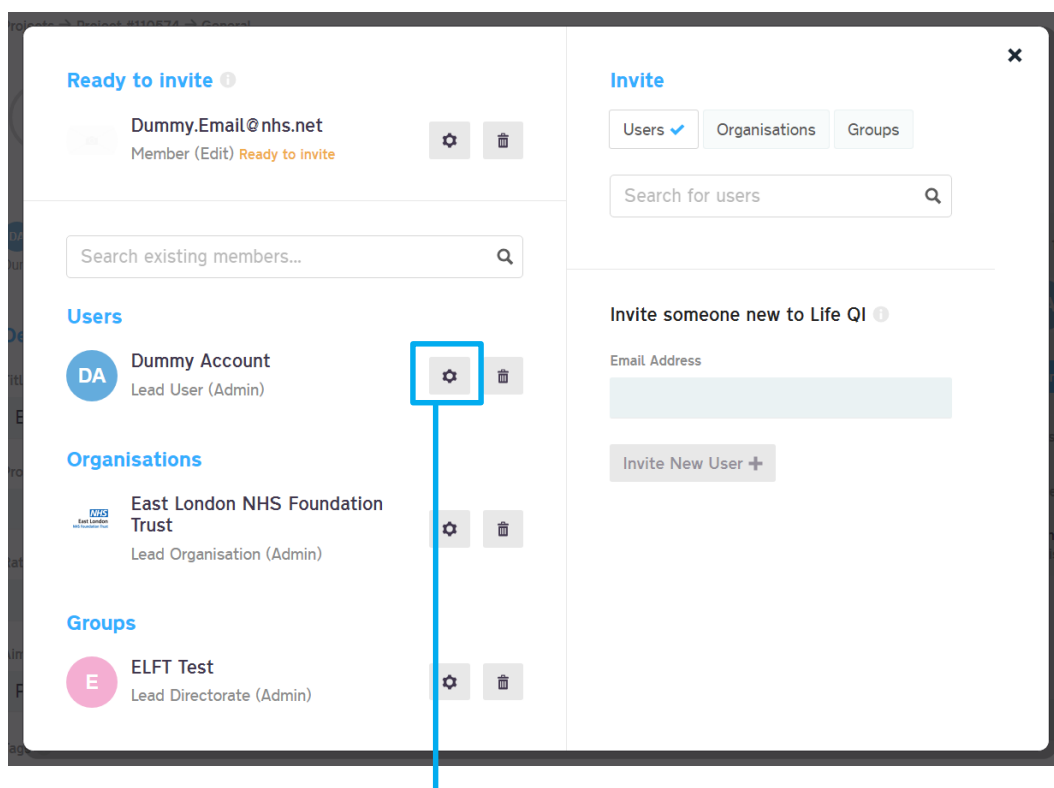
You can also control edit rights and project roles using this gear button.
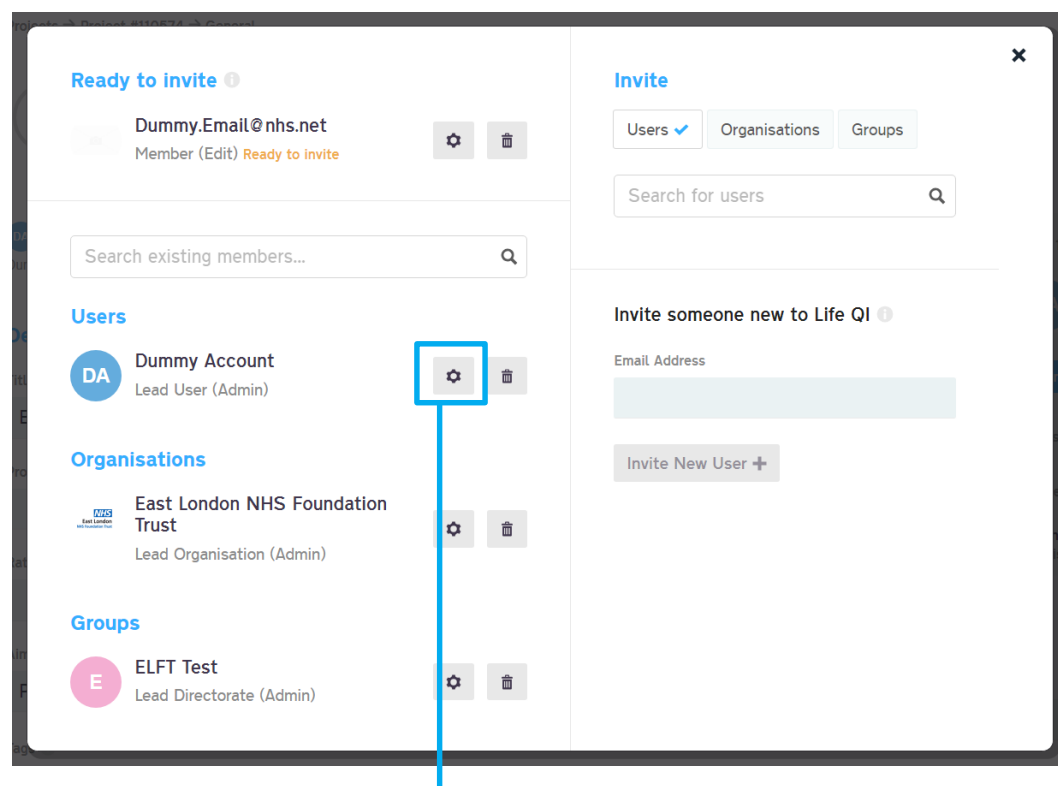
You can also control edit rights and project roles using this gear button.

Only "admins" of a project can access this members area. As the "Dummy Account" is the admin of the project, it has full access.

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Only "admins" of a project can access this members area. As the "Dummy Account" is the admin of the project, it has full access.

When you click on the gear icon, another window opens which allows you to control the role of the user and what access they have

Ready to invite ⓘ

Dummy.Email@nhs.net

Dummy Account
View Profile →

What is their role in this project?

Select Role

Lead User ⌄

What access should they have?

View ⓘ   ✔ Yes

Edit ⓘ   ✔ Yes

Admin ⓘ   ✔ Yes

Invite

Users ✔   Organisations   Groups

Search for users 🔍

Invite someone new to Life QI ⓘ

Email Address

Invite New User ✚
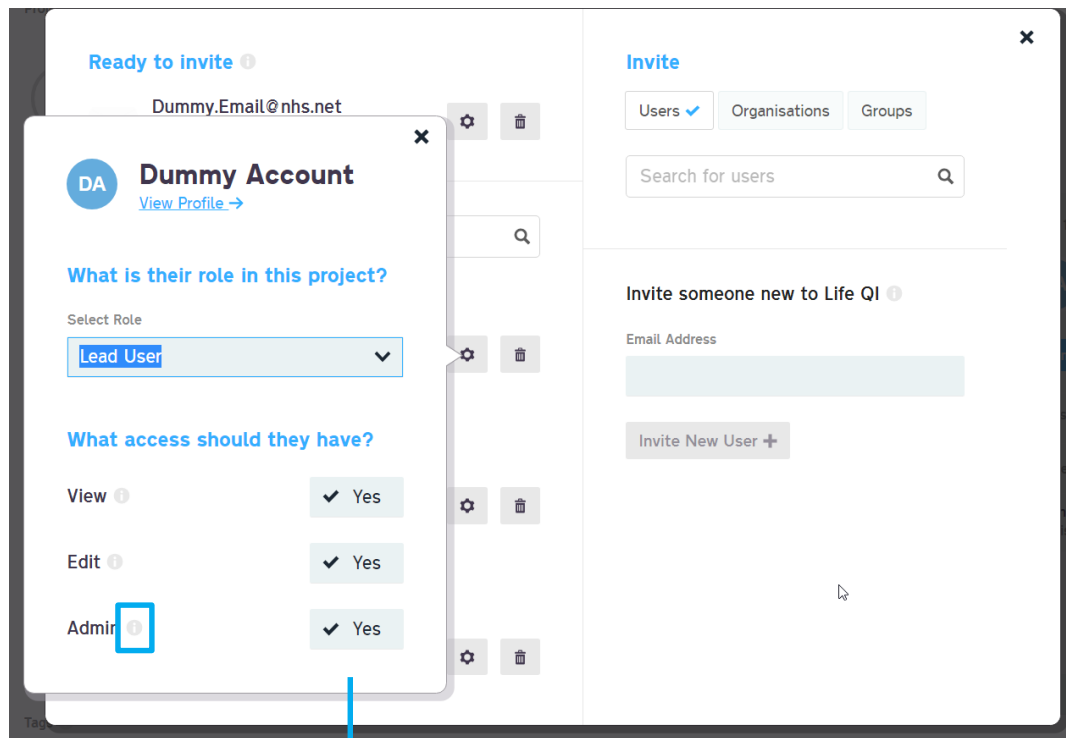
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When you click on the gear icon, another window opens which allows you to control the role of the user and what access they have

For details of what each access level means, click the info buttons next to them.

Go back to contents page

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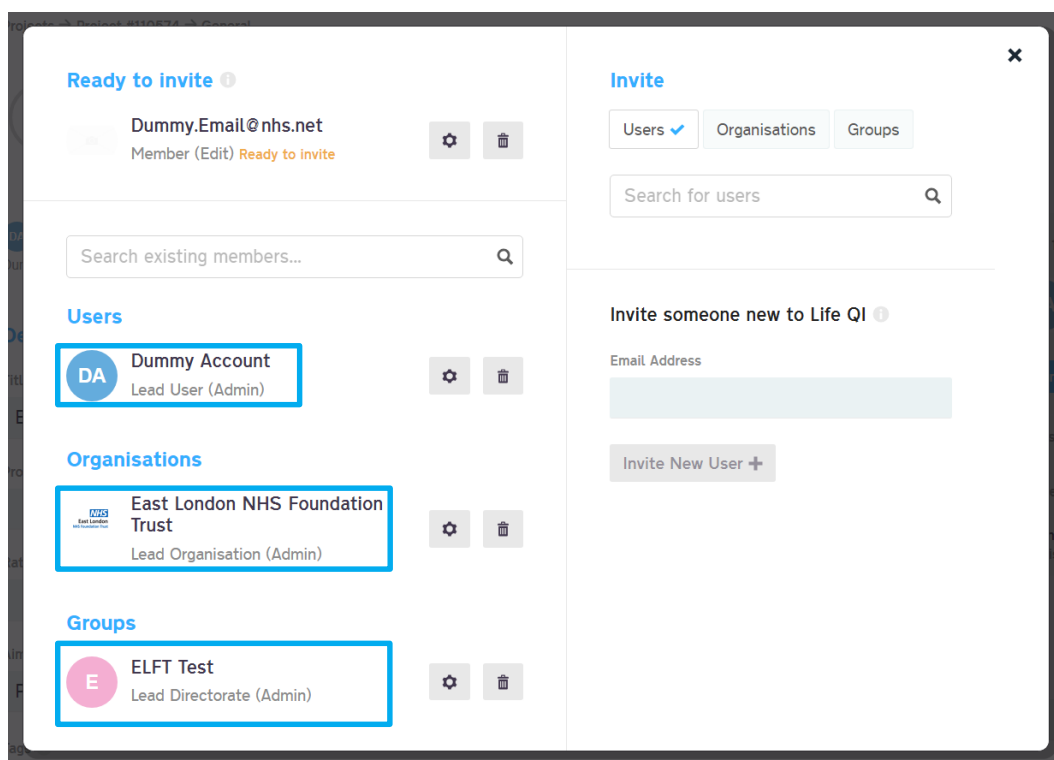
Every ELFT project MUST have a Lead User, Lead Organisation (ELFT) and Lead Directorate.

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

Go back to contents page

How to update your project information?

qi.elft.nhs.uk

@ELFT_QI

Elft.qi@nhs.net

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.

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

1.0

ELFT Dummy Project 📌
Only members can view

Save ✓   Cancel ✗

General →
Driver Diagra
PDSAs
Measures &
Discuss
Documents

Start
Projects
Programmes
Discussions
Beta Reports
Beta Analytics
Groups
People
Organisations

If you would like to link your project to a directorate or trust-wide priority, click the "Link a priority +" button

E ELFT Test Lead Directorate (Group - ⓘ

East London NHS Foundation Trust
Lead Organisation (Organisation - ⓘ

Rationale

Aim

Project Aim TBC

Tags ⓘ

Add a tag...

Linked priorities ⓘ

Link a priority +

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

NHS
East London
NHS Foundation Trust

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Go back to contents page
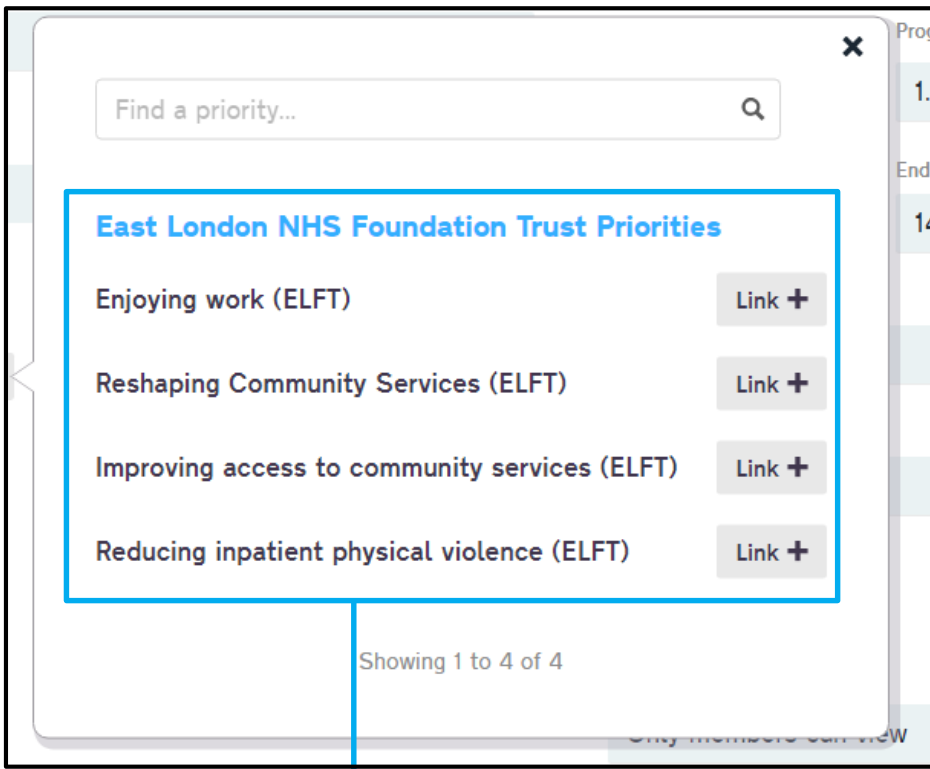
You will now see the trust-wide priorities. If your directorate has priorities, it will appear hear also.

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

ELFT Dummy Project 📌

1.0

Only members can view

Save ✓   Cancel ✗

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

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

DA
Dummy

Describe the current status...

Post your status ⬇

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags ⓘ
Add a tag...

Linked priorities ⓘ

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

Invite & manage members ↗

DA You Lead User (Admin) Leave ⚙

E ELFT Test Lead Directorate (Group -) ⓘ

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

Overview

Status
Active ⌄

Progress Score ⓘ
1.0 – Charter ar ⌄

Start Date
14/11/2016

End Date
14/12/2016

Location

⌄

⌄

Type
None ⌄

Notes

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

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NHS Foundation Trust

Go back to contents page

Changes to the "Progress Score" field will need to be approved by your improvement advisor.

1.0

ELFT Dummy Project 📌
Only members can view

Save ✓   Cancel ✗

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

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Projects →
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Organisations

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Dummy

Describe the current status...

Post your status ↓

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Title
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Problem

Rationale

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Project Aim TBC

Tags ⓘ
Add a tag...

Linked priorities ⓘ

Link a priority +

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

NHS E DA

Invite & manage members ↗

DA   You Lead User (Admin) Leave   ⚙

E   ELFT Test Lead Directorate (Group - ⓘ

East London NHS Foundation Trust
Lead Organisation (Organisation - ⓘ

Overview

Status   Progress Score ⓘ
Active ⌄   1.0 – Charter ar ⌄

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

Location
N/A

Workflow
ELFT QI Projects ⌄

Notes

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

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Go back to contents page

Intent to Participate

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

Charter and Team Established

1.0 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

1.5 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

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

Activity, but no changes

2.5 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

3.0 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

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

Significant Improvement

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

Sustainable Improvement

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

Outstanding Sustainable Results

5.0 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.

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ELFT Dummy Project 📌

Only members can view

1.0

Save ✓   Cancel ✗

Describe the current status...

DA
Dummy

Post your status ↓

Details

General →
Driver Diagram
PDSAs
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Discussions
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Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Add a tag...

Linked priorities ⓘ

Link a priority ✚

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

E   DA

Invite & manage members ↗

DA   You Lead User (Admin) Leave   ⚙

E   ELFT Test Lead Directorate (Group - ⓘ

East London NHS Foundation Trust
Lead Organisation (Organisation - ⓘ

Overview

Status

Active ▾

Start Date

14/11/2016

Location

N/A

Workflow

ELFT QI Projects

Privacy

Progress Score ⓘ

1.0 – Charter an ⚙

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.

Go back to contents page

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Workflow actions

Approval Required

To change your progress score, please complete the "ELFT Progress Score Update" form. This will then be sent to your project Improvement Advisor to appove.

Proceed and request approval →

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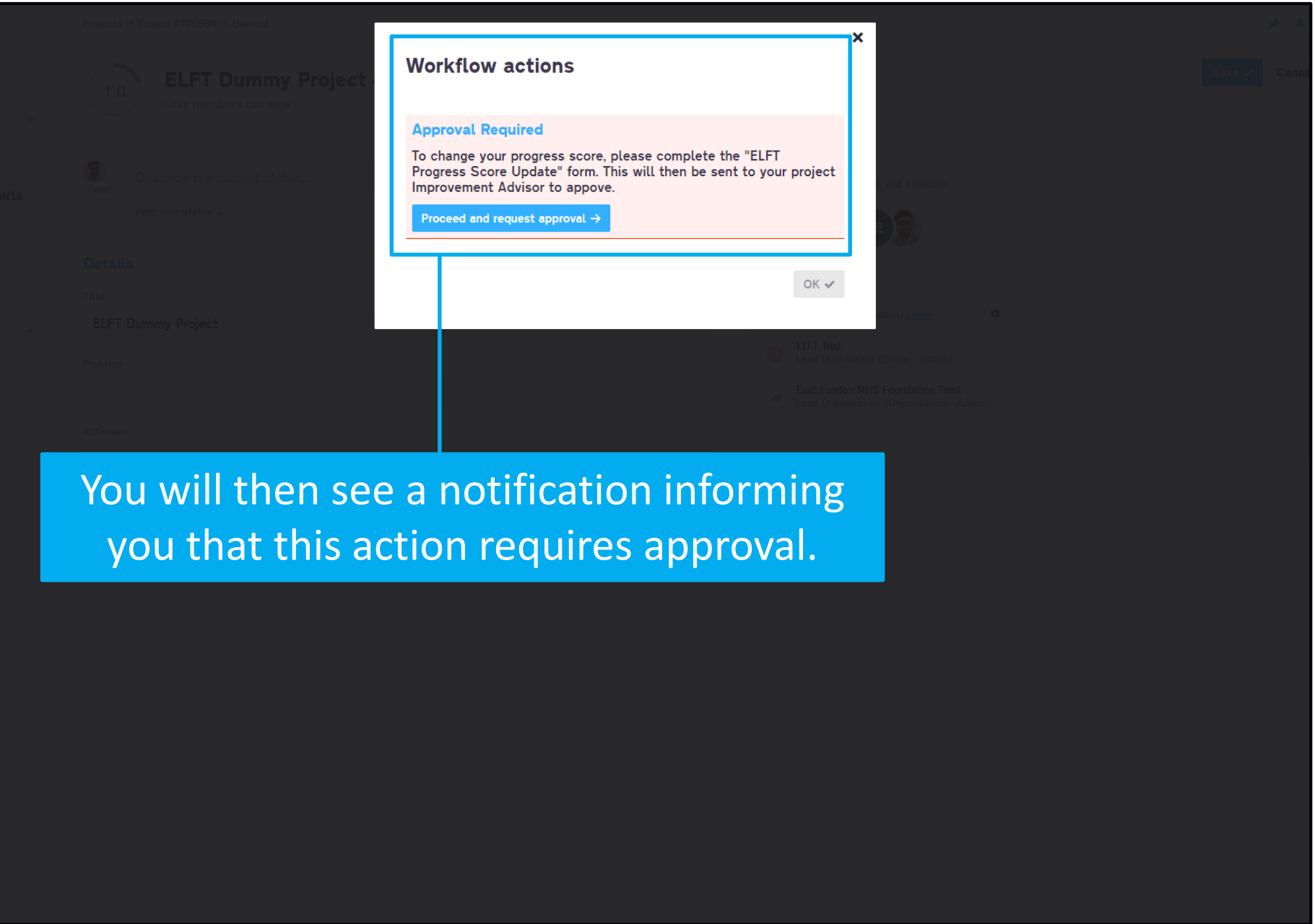
You will then see a notification informing you that this action requires approval.

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Preview: ELFT Progress Score Update

This report will be published automatically

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

New Progress Score:

1.5

Why do you think the progress score should be changed?

NHS East London NHS Foundation Trust

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

NHS East London NHS Foundation Trust

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?

ELFT Dummy Project ⚲

1.0

Only members can view

Save ✓   Cancel ✖

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

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Projects →
Programmes
Discussions
Beta Reports
Beta Analytics
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Organisations

DA   Describe the current status...

Dummy

Post your status ↓

Details

Title

ELFT Dummy Project

Problem

Rationale

Aim

Project Aim TBC

Tags ⓘ

Add a tag...

Linked priorities ⓘ

Link a priority ✚

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

Invite & manage members ↗

DA   You Lead User (Admin) Leave   ⚙

E   ELFT Test Lead Directorate (Group - ⓘ

East London NHS Foundation Trust
Lead Organisation (Organisation - ⓘ

Overview

Status   Progress Score ⓘ

Active ▾   1.0 – Charter ar ▾

Start Date   End Date

14/11/2016   14/12/2016

Location

N/A

Workflow

ELFT QI Projects   ▾

ew   ▾

ement ⓘ

Type

None   ▾

Notes

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

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Go back to contents page

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

You don't need approval to cancel a project.

Projects → Project #110574 → General

ELFT Dummy Project ✎
Only members can view

1.0

Save ✓   Cancel ✖

General →
Driver Diagram
PDSAs
Measures & Charts
Discuss
Documents

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

DA Dummy

Describe the current status...

Post your status ↓

Details

Title
ELFT Dummy Project

Problem

Rationale

Aim
Project Aim TBC

Tags ⓘ
Add a tag...

Linked priorities ⓘ

Link a priority ✚

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

Invite & manage members ↗

DA You Lead User (Admin) Leave   ⚙
E   ELFT Test Lead Directorate (Group -
    East London NHS Foundation Trust
    Lead Organisation (Organisation -

Overview

Status
Active ▼
  Completed
  Cancelled
  Active

Progress Score ⓘ
1.0 – Charter ar ▼

End Date
14/12/2016

Location
N/A

Workflow

To mark a project as completed, you will need to request approval.

Go back to contents page

NHS East London NHS Foundation Trust

Workflow actions

Project completion requires approval

Project completion requires approval from your Improvement advisor.

Proceed and request approval →

OK ✓
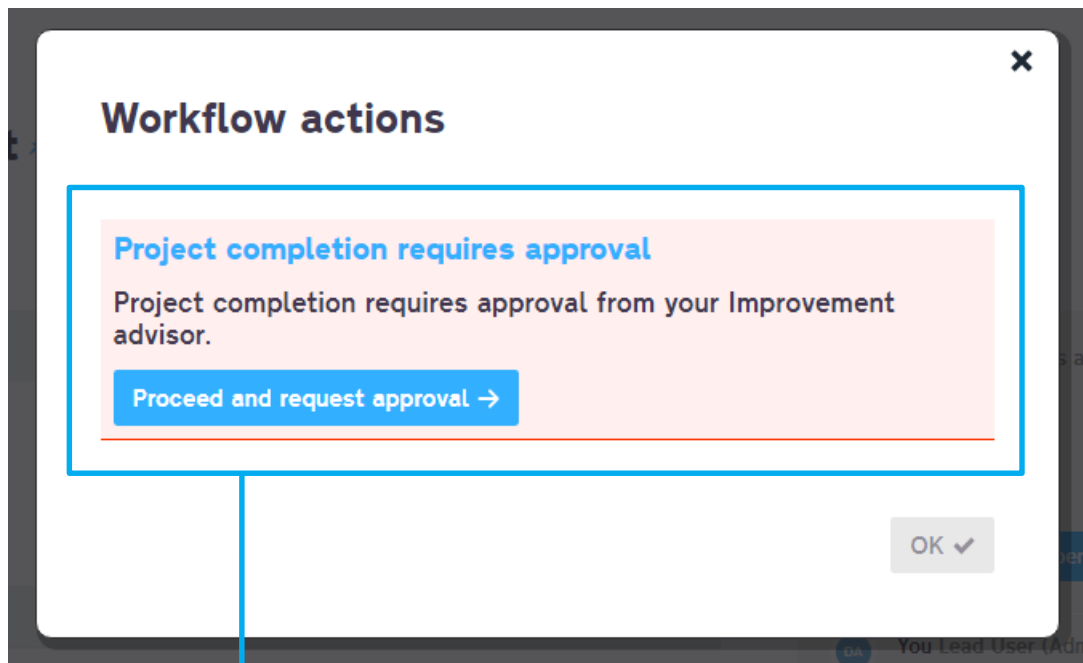
When you select "Completed", a pop up window will appear asking you to submit it for approval. Simply click the button and then save your changes. Your projects Improvement Advisor will get a notification to approve your request.

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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?

ELFT Dummy Project 📌

1.0

Only members can view

Edit ✎   Reports +

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

General
Driver Diagram
PDSAs
Measures & Charts
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Documents

Start
Projects
Programmes
Discussions
Beta **Analytics**
Beta **Reports**
Groups
People
Organisations

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

DA NHS E HH FK YM

View all members Want to join?

👤 **Forid Alom** Lead User (User - Admin)

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

E **ELFT Test** Lead Directorate (Group - Edit)

Overview

Status
Active

Progress Score ⓘ
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.

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NHS Foundation Trust

You have two options to choose from.

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.

ELFT Dummy Project ↗
Only members can view

1.0

Save ✓   Cancel ✗

You have two options to choose from.

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

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

General →

Progress Score
1.0 – Charter ar ∨

End Date
14/12/2016

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

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NHS Foundation Trust

How to submit a monthly progress update to your sponsor?

qi.elft.nhs.uk

@ELFT_QI

Elft.qi@nhs.net

As a project lead, you're required to submit a monthly progress update to your sponsor.

LifeQI

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NHS Foundation Trust

As a project lead, you're required to submit a monthly progress update to your sponsor.

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

LifeQI

NHS
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NHS Foundation Trust

As a project lead, you're required to submit a monthly progress update to your sponsor.

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

Below is a flowchart explaining how the reporting cycle works.

STEP 1	STEP 2	STEP 3	STEP 4
TIME TO COMPLETE REPORT: **7 DAYS (168 hrs)** → PROJECT LEAD	TIME TO COMPLETE REPORT: **7 DAYS (168 hrs)** → QI COACH	TIME TO REVIEW REPORT: **2 DAYS (48 hrs)** → IMPROVEMENT ADVISOR	**PROJECT LEAD, QI COACH, IA AND QI SPONSOR** →
The cycle starts on a Monday. Project leads receive a notification at 10am to complete their update.	On the following Monday (After 7 days), QI Coaches receive a notification at 10am to complete their update.	On the following Monday (after 7 days), Improvement advisors receive a notification at 10am to review report.	On the following Wednesday, the QI sponsors receive the report embedded into an email.

STEP 1 NOTES

The reporting cycle starts every 6 weeks.

An email (and Life QI notification) will be sent to the project leads on Monday at 10am 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 6 on the "ELFT Progress Update to Sponsor – Lead User Update" report.

STEP 2 NOTES

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

The QI coach will be able to see what the project lead has answered to questions 1 to 6. The QI coach then has 7 days to complete question 7.

STEP 3 NOTES

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

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

STEP 4 NOTES

On the following Wednesday, the report will be sent to the QI sponsor at 10am (embedded into an email and a link to the report on Life QI).

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STEP 1

TIME TO COMPLETE REPORT:
7 DAYS (168 hrs)

PROJECT LEAD →

On the 1st Monday of the cycle, you will receive an email and notification on Life QI notifying you that it's time to complete your "ELFT Progress Update to Sponsor – Lead User Update" report.

EMAIL NOTIFICATION

LIFE QI PLATFORM 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 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

STEP 1

PROJECT LEAD

TIME TO COMPLETE REPORT:
7 DAYS (168 hrs)

On the 1st Monday of the cycle, you will receive an email and notification on Life QI notifying you that it's time to complete your "ELFT Progress Update to Sponsor – Lead User Update" 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

Both notifications will contain a link to the report and to your project.

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STEP 1

TIME TO COMPLETE REPORT:
7 DAYS (168 hrs)

PROJECT LEAD →

On the 1st Monday of the cycle, you will receive an email and notification on Life QI notifying you that it's time to complete your "ELFT Progress Update to Sponsor – Lead User Update" report.

Life QI Progress Update to Sponsor – Update Due

Life QI <bot@lifeqisystem.com>

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22/11/2017 at 11:00:28

Click on the link to the report to access the report on Life QI.

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The "ELFT Progress Update to Sponsor – Lead User Update" report consists of a summary table and 6 questions.

Reports → Report #118141

ELFT Progress Update to Sponsor - Lead User Update (May 18) ✐

Created by Life QI Bot thursday at 10:02 – Draft until Published

Edit ✐   Delete 🗑   PD

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

ELFT Progress Update to Sponsor - Lead User Update (May 18) – Created by Life QI Bot 10/05/2018

Project Title	Dummy Project No.25		
Project ID	107198	Location	
Current Progress Score	1.5	Service User/Carer/Customer Involvement	None
Lead User	QI Coach	Improvement Advisor	QI Sponsor
Dummy Account			

Lead User to fill out this section (questions 1-6)

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. Is there anything that you need help with?

5. How have service users and carers (or customers) been involved in your project over the past month?

6. What is your plan for the next month?

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The "ELFT Progress Update to Sponsor – Lead User Update" report consists of a summary table and 6 questions.

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

Reports → Report #118141

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The "ELFT Progress Update to Sponsor – Lead User Update" report consists of a summary table and 6 questions.

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The lead user of the project needs to complete **questions 1 to 6.**

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Reports → Report #118141

ELFT Progress Update to Sponsor - Lead User Update (May 18) ↗

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ELFT Progress Update to Sponsor - Lead User Update (May 18) – Created by Life QI Bot 10/05/2018

Project Title	Dummy Project No.25		
Project ID	107198	Location	None
Current Progress Score	1.5	Service User/Carer/Customer Involvement	
Lead User	QI Coach	Improvement Advisor	QI Sponsor
Dummy Account			

Lead User to fill out this section (questions 1-6)

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. Is there anything that you need help with?

5. How have service users and carers (or customers) been involved in your project over the past month?

6. What is your plan for the next month?

The "ELFT Progress Update to Sponsor – Lead User Update" report consists of a summary table and 6 questions.

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

The lead user of the project needs to complete **questions 1 to 6.**

Project leads have up to **7 days** to complete their updates.

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ELFT Progress Update to Sponsor - Coach Update (May 18) ✏

Created by Life QI Bot thursday at 11:02 — Draft until Published

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

ELFT Progress Update to Sponsor - Coach Update (May 18) - Created by Life QI Bot 10/05/2018

Project Title	Dummy Project No.25		
Project ID	107198	Location	
Current Progress Score	1.5	Service User/Carer/Customer Involvement	None
Lead User	QI Coach	Improvement Advisor	QI Sponsor
Dummy Account			

Lead User to fill out this section (questions 1-6)

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. Is there anything that you need help with?

5. How have service users and carers (or customers) been involved in your project over the past month?

6. What is your plan for the next month?

QI Coach to fill out this section (question 7)

7. QI Coach Monthly Update

On the following Monday, the "ELFT Progress Update to Sponsor – Coach Update" report is created. It contains a snapshot of the project leads update.

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ELFT Progress Update to Sponsor - Coach Update (May 18) ✎

Created by Life QI Bot thursday at 11:02 – Draft until Published

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

ELFT Progress Update to Sponsor - Coach Update (May 18) - Created by Life QI Bot 10/05/2018

Project Title   Dummy Project No.25

Project ID   107198
Current Progress Score   1.5

Location
Service User/Carer/Customer   None
Involvement

Lead User   QI Coach   Improvement Advisor   QI Sponsor
Dummy Account

Lead User to fill out this section (questions 1-6)

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. Is there anything that you need help with?

5. How have service users and carers (or customers) been involved in your project over the past month?

6. What is your plan for the next month?

QI Coach to fill out this section (question 7)

7. QI Coach Monthly Update

On the following Monday, the "ELFT Progress Update to Sponsor – Coach Update" report is created. It contains a snapshot of the project leads update.

The coach of the project needs to complete **questions 7.**

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ELFT Progress Update to Sponsor - Coach Update (May 18) ✎

Created by Life QI Bot thursday at 11:02 – Draft until Published

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

ELFT Progress Update to Sponsor - Coach Update (May 18) - Created by Life QI Bot 10/05/2018

Project Title	Dummy Project No.25		
Project ID	107198	Location	
Current Progress Score	1.5	Service User/Carer/Customer Involvement	None
Lead User	QI Coach	Improvement Advisor	QI Sponsor
Dummy Account			

Lead User to fill out this section (questions 1-6)

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. Is there anything that you need help with?

5. How have service users and carers (or customers) been involved in your project over the past month?

6. What is your plan for the next month?

QI Coach to fill out this section (question 7)

7. QI Coach Monthly Update

On the following Monday, the "ELFT Progress Update to Sponsor – Coach Update" report is created. It contains a snapshot of the project leads update.

The coach of the project needs to complete **questions 7.**

Coaches have up to **7 days** to complete their update.

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Reports → Report #118172

ELFT Progress Update to Sponsor - Coach Update (May 18) ✎
Created by Life QI Bot thursday at 11:02 – Draft until Published

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These fields are automatically populated based on what you have on the "General" page of your project.   ELFT Progress Update to Sponsor - Coach Update (May 18) - Created by Life QI Bot 10/05/2018

Project Title	Dummy Project No.25		
Project ID	107198	Location	
Current Progress Score	1.5	Service User/Carer/Customer Involvement	None
Lead User	QI Coach	Improvement Advisor	QI Sponsor
Dummy Account			

Lead User to fill out this section (questions 1-6)

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. Is there anything that you need help with?

5. How have service users and carers (or customers) been involved in your project over the past month?

6. What is your plan for the next month?

QI Coach to fill out this section (question 7)

7. QI Coach Monthly Update

On the following Monday, the "ELFT Progress Update to Sponsor" report is created. It contains a snapshot of the project leads and coaches update.

The IA has **2 days** to review the report and make any changes to the progress score or service user involvement field

On the following Wednesday, this final report is then sent to the QI Sponsor (embedded into an email).

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

📞 **0207 655 4078**

✉ **Elft.qi@nhs.net**

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