

Register a new ELFT QI Project on Life QI



NHS
East London
NHS Foundation Trust

 qi.elft.nhs.uk

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

 Elft.qi@nhs.net

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Where to find the project charter form?



When you log into the platform, you will be taken to the “Start” page. Click on the “Projects” button on the left.

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

[Go back to contents page](#)

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

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

101993

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.

Click on the “Start a new project +” button.

The project charter form will now appear.

New Project

Title

Apply a workflow?

ELFT QI Projects

Who's involved?

Members (1 users, 1 orgs and 0 group)

DA

[View all members](#)

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

No Lead Directorate (Group) [Add Lead Directorate](#)

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

What are you trying to accomplish?

Problem

Rationale

Aim

What is the project about?

Priorities [Add new priorities](#)

Tags

Add a tag

When and where is the project taking place?

Start Date

28/11/2017

End Date

28/12/2017

Location

Who can view this project?

Only members can view

Workflow actions

Additional Information Required

Mandatory

[Open](#)

This project needs to be approved

You can create this project as a draft and request approval later, or you can choose to create and request approval now.

What would you like to do?

Request approval now

[Create project](#)

[Cancel](#)

[Go back to contents page](#)



Understanding the project charter form



The project charter form will now appear.

There are 9 sections to the form.

New Project

1 Title

2 Apply a workflow?
ELFT QI Projects

3 Who's Involved?
Members (1 users, 1 orgs and 0 groups)
DA
View all members
You Lead User (Admin) Leave
No Lead Directorate (Group) - Add Lead Directorate
East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

4 What are you trying to accomplish?
Problem
Rationale
Aim

5 What is the project about?
Priorities Add new priorities
Tags
Add a tag

6 When and where is the project taking place?
Start Date: 28/11/2017
End Date: 28/12/2017
Location

7 Who can view this project?
Only members can view

8 Workflow actions
Additional Information Required
Mandatory Open

9 This project needs to be approved
You can create this project as a draft and request approval later, or you can choose to create and request approval now.
What would you like to do?
Request approval now

Create project Cancel

[Go back to contents page](#)

New Project x

1 Title

2 Apply a workflow?
ELFT QI Projects

3 Who's Involved?
Members (1 users, 1 orgs and 0 groups)
DA
View all members
You Lead User (Admin) Leave
No Lead Directorate (Group) - Add Lead Directorate
East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

4 What are you trying to accomplish?
Problem
Rationale
Aim

5 What is the project about?
Priorities Add new priorities
Tags
Add a tag

6 When and where is the project taking place?
Start Date 28/11/2017 End Date 28/12/2017
Location

7 Who can view this project?
Only members can view

8 Workflow actions
Additional Information Required
Mandatory Open

9 This project needs to be approved
You can create this project as a draft and request approval later, or you can choose to create and request approval now.
What would you like to do?
Request approval now

Create project Cancel

The project charter form will now appear.

There are 9 sections to the form.

Each section requires different information which will be explained in the next few slides.

[Go back to contents page](#)

New Project

Title

Apply a workflow?
ELFT QI Projects

Who's involved?
Members (1 users, 1 orgs and 0 groups)
DA
View all members
You Lead User (Admin) Leave
No Lead Directorate (Group) - Add Lead Directorate
East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

What are you trying to accomplish?
Problem
Rationale
Aim

What is the project about?
Priorities Add new priorities
Tags
Add a tag

When and where is the project taking place?
Start Date: 28/11/2017
End Date: 28/12/2017
Location

Who can view this project?
Only members can view

Workflow actions
Additional Information Required (Mandatory) Open →

This project needs to be approved
You can create this project as a draft and request approval later, or you can choose to create and request approval now.
What would you like to do?
Request approval now

Create project ✓ Cancel ✕

The project charter form will now appear.

There are 9 sections to the form.

Each section requires different information which will be explained in the next few slides.

Anything highlighted in **pink** or **yellow** are mandatory. You won't be able to proceed without completing these sections.

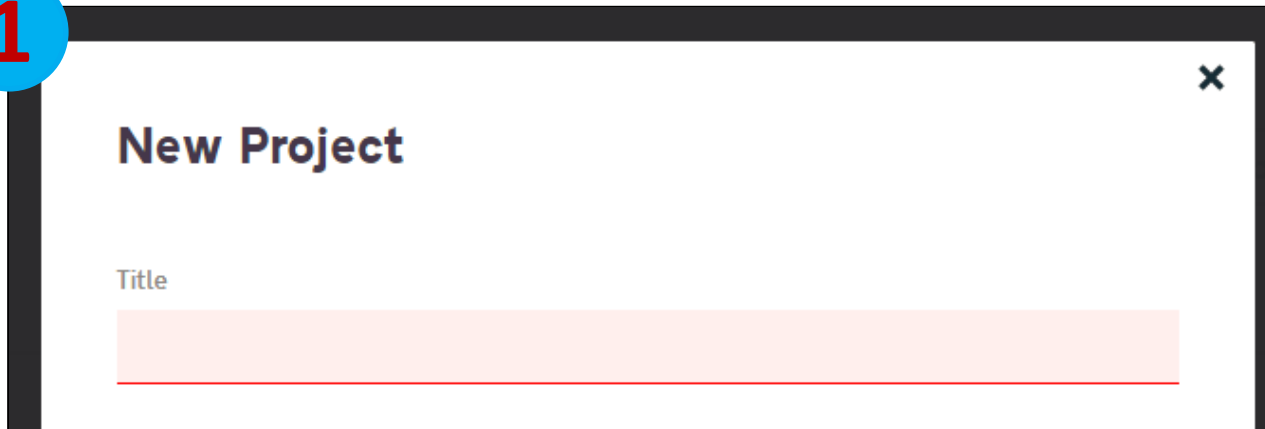
[Go back to contents page](#)

Section 1

Project Title



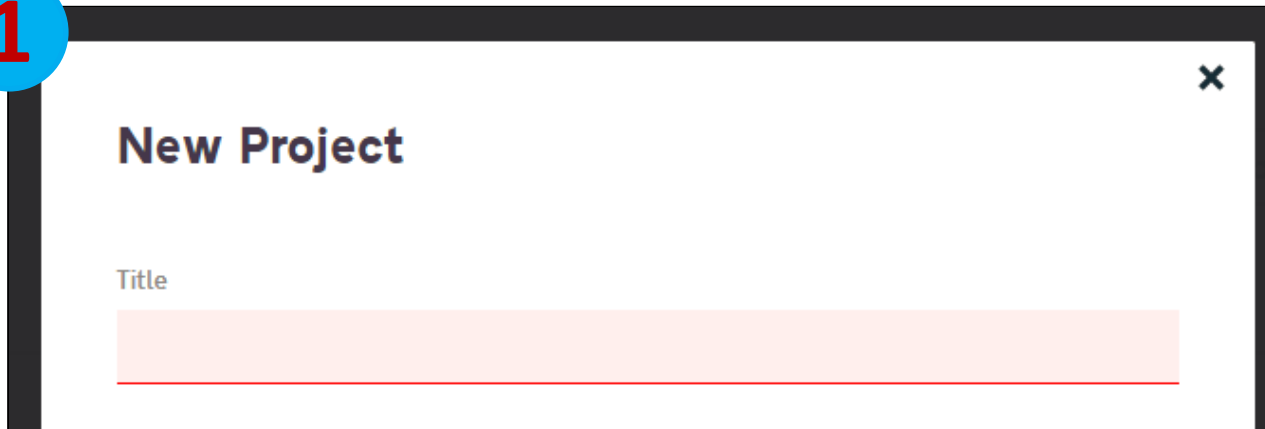
1



A screenshot of a web form titled "New Project". The form has a white background and a black border. In the top right corner, there is a small black "x" icon. Below the title, the word "Title" is written in a light grey font. Underneath, there is a light pink rectangular input field with a thin red border at the bottom.

The first thing you need to do is enter the title for your project.

1



A screenshot of a web form titled "New Project". The form has a white background and a black border. In the top right corner, there is a small black "x" icon. Below the title, the word "Title" is written in a small, grey font. Underneath "Title" is a long, light pink rectangular input field with a thin red border at the bottom.

The first thing you need to do is enter the title for your project.

It is good practice to keep your title short and snappy.

Section 2

Apply a workflow?



2

Apply a workflow?

ELFT QI Projects



This field will default to “ELFT QI Projects”.

2

Apply a workflow?

ELFT QI Projects



This field will default to “ELFT QI Projects”.

It should always be set as “ELFT QI Projects” as this will give you access to all the ELFT functionalities. **Please do not change this field.**

Section 3

Who's involved?



3

Who's involved?

Members (1 users, 1 orgs and 0 groups) ⓘ



[View all members](#)



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



No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ





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

In this section, you can add your team members.


3


Who's involved?


Members (1 users, 1 orgs and 0 groups) ⓘ

[View all members](#)

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

 No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ

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



In this section, you can add your team members.

You will automatically be set as the lead user since you are registering the project.


3


Who's involved?


Members (1 users, 1 orgs and 0 groups) ⓘ

[View all members](#)

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

 No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ

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

In this section, you can add your team members.



You will automatically be set as the lead user since you are registering the project.

The organisation you are linked to will automatically become the “Lead Organisation”.


3


Who's involved?


Members (1 users, 1 orgs and 0 groups) ⓘ

[View all members](#)

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

 No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ

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

In this section, you can add your team members.

You will automatically be set as the lead user since you are registering the project.



The organisation you are linked to will automatically become the “Lead Organisation”.

As you are an ELFT user, this will always be “East London NHS Foundation Trust”.


3


Who's involved?


Members (1 users, 1 orgs and 0 groups) ⓘ

[View all members](#)

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

 No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ



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

You will see the “Lead Directorate” field is highlighted in pink. This is because this is a mandatory field you need to fill.


3


Who's involved?


Members (1 users, 1 orgs and 0 groups) ⓘ

[View all members](#)

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

 No Lead Directorate (Group) [Add Lead Directorate](#) ⓘ

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


You will see the “Lead Directorate” field is highlighted in pink. This is because this is a mandatory field you need to fill.

Click on the “Add Lead Directorate” button.

3

Who's involved?

Members (1 users, 1 orgs and 0 groups) ⓘ



[View all members](#)

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

No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ

You will see the “Lead Directorate” field is highlighted in pink. This is because this is a mandatory field you need to fill.

Click on the “Add Lead Directorate” button.

This will bring up a list of all the ELFT directorates.

Add Lead Directorate

- A Addictions Add +
- B Bedfordshire Add +
- CS Children's Services Add +
- CH City and Hackney Mental Health Add +
- CHN Community Health Newham Add +
- C Corporate Add +
- F Forensics Add +
- L Luton Add +
- P Primary Care and Specialist Psychologic... Add +
- N Newham Mental Health Add +
- TH Tower Hamlets Mental Health Add +

[Go back to contents page](#)

Who's involved?

Members (1 users, 1 orgs and 0 groups) ⓘ



[View all members](#)

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

No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ

You will see the “Lead Directorate” field is highlighted in pink. This is because this is a mandatory field you need to fill.

Click on the “Add Lead Directorate” button.

This will bring up a list of all the ELFT directorates.

Please select the correct directorate as this will dictate which sponsors get notified about your project.

Add Lead Directorate

ELFT Directorate

- A Addictions [Add +](#)
- B Bedfordshire [Add +](#)
- CS Children's Services [Add +](#)
- CH City and Hackney Mental Health [Add +](#)
- CHN Community Health Newham [Add +](#)
- C Corporate [Add +](#)
- F Forensics [Add +](#)
- L Luton [Add +](#)
- P Primary Care and Specialist Psychologic... [Add +](#)
- N Newham Mental Health [Add +](#)
- TH Tower Hamlets Mental Health [Add +](#)

[Go back to contents page](#)

Who's involved?

Members (1 users, 1 orgs and 0 groups) ⓘ



[View all members](#)



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



No Lead Directorate (Group) - [Add Lead Directorate](#) ⓘ

Add Lead Directorate

ELFT Directorate



- A** Addictions [Add +](#)
- B** Bedfordshire [Add +](#)
- CS** Children's Services [Add +](#)
- CH** City and Hackney Mental Health [Add +](#)
- CHN** Community Health Newham [Add +](#)
- C** Corporate [Add +](#)
- F** Forensics [Add +](#)
- L** Luton [Add +](#)
- P** Primary Care and Specialist Psychologic... [Add +](#)
- N** Newham Mental Health [Add +](#)
- TH** Tower Hamlets Mental Health [Add +](#)

You will see the “Lead Directorate” field is highlighted in pink. This is because this is a mandatory field you need to fill.

Click on the “Add Lead Directorate” button.

This will bring up a list of all the ELFT directorates.

Please select the correct directorate as this will dictate which sponsors get notified about your project.

They will then be able to approve or decline the project.

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NHS

East London
NHS Foundation Trust

3

Who's involved?

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



[View all members](#)

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

A Addictions Lead Directorate (Group - Admin) ⓘ
Ready to invite when you save

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

I've selected the
"Addictions" directorate.

[Go back to contents page](#)

3

Who's involved?

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



[View all members](#)

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

A Addictions Lead Directorate (Group - Admin) ⓘ
Ready to invite when you save

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


I've selected the
"Addictions" directorate.

When I click save, all the
sponsors and Improvement
Advisors in the "Addictions"
directorate will be notified.

3

Who's involved?

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



[View all members](#)

- DA You Lead User (Admin) [Leave](#)
- A Addictions Lead Directorate (Group - Admin) ⓘ
Ready to invite when you save
- East London NHS Foundation Trust
Lead Organisation (Organisation - Admin) ⓘ

I've selected the "Addictions" directorate.

When I click save, all the sponsors and Improvement Advisors in the "Addictions" directorate will be notified.

If you want to add team members, you can click on the "view all members" link.

3

Manage

Pending Members
They will be invited when you Save

A Addictions [Admin](#), [Edit](#), [View](#) Lead Directorate

Find a member...

Users

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

Organisations

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

Groups

A Addictions [Admin](#), [Edit](#), [View](#) Lead Directorate

Invite

Users Organisations Groups

Search for users

Invite someone new to Life

Email Address

Invite New User

This will bring up the manage members screen where you can add users.

3

The screenshot displays a user management interface. On the left, the 'Manage' section is divided into four categories: Pending Members, Users, Organisations, and Groups. Each category lists items with a circular icon, a name, and links for 'Admin', 'Edit', and 'View'. To the right, the 'Invite' modal is open, featuring tabs for 'Users', 'Organisations', and 'Groups'. A search bar labeled 'Search for users' is highlighted with a blue box. Below the search bar, the 'Invite someone new to Life' section includes an 'Email Address' input field and an 'Invite New User +' button.

You can search for users here.

3

The screenshot shows a user management interface. On the left, the 'Manage' section is titled 'Pending Members' and lists 'Addictions' with a search bar below it. Below that are sections for 'Users' (listing 'Dummy Account'), 'Organisations' (listing 'East London NHS Foundation Trust'), and 'Groups' (listing 'Addictions'). Each item has a dropdown menu for 'Lead' and a trash icon. On the right, an 'Invite' modal is open, showing tabs for 'Users', 'Organisations', and 'Groups'. It has a search bar 'Search for users' and a highlighted box titled 'Invite someone new to Life' containing an 'Email Address' input field and an 'Invite New User +' button.

You can search for users here.

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.

3

The screenshot shows a user management interface. On the left, there are sections for 'Pending Members', 'Users', 'Organisations', and 'Groups'. Each section lists items with a circular icon, a name, and links for 'Admin', 'Edit', and 'View'. On the right, an 'Invite' modal is open, showing tabs for 'Users', 'Organisations', and 'Groups'. Below the tabs is a search bar labeled 'Search for users'. A blue box highlights a section titled 'Invite someone new to Life' which contains an 'Email Address' input field and an 'Invite New User +' button. A blue line connects the bottom of this box to the text below.

You can search for users here.

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.

3

The screenshot displays a user management interface. On the left, the 'Manage' section is active, showing a list of users under 'Pending Members', 'Users', 'Organisations', and 'Groups'. Each user entry includes a profile picture, name, and role (e.g., 'Lead Directorate', 'Lead User', 'Lead Organisation'). On the right, an 'Invite' modal window is open, showing search results for 'forid alom'. The first result, 'Forid Alom', is highlighted with a blue box. Below the search results is a form to 'Invite someone new to Life' with an 'Email Address' field and an 'Invite New User +' button.

Once you find the user, click on the left arrow and they will be added to your project.

3

Manage

Pending Members
They will be invited when you Save

A Addictions [Admin](#), [Edit](#), [View](#)

Lead Directorate

Find a member...

Users

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

Lead User

Organisations

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

Lead Organisation

Groups

A Addictions [Admin](#), [Edit](#), [View](#)

Lead Directorate

Invite

Users Organisations Groups

forid alom

Forid Alom
Quality Improvement Data Manager at East London NHS Foundation Trust

Forid Alom External Test Account

Forid Alom THPC Account

Invite someone new to Life

Email Address

Invite New User

Once you find the user, click on the left arrow and they will be added to your project.

3

The screenshot displays a user management interface with two main panels: 'Manage' and 'Invite'.

Manage Panel:

- Pending Members:** A list of users who will be invited upon saving. It includes 'Addictions' and 'Forid Alom' (Quality Improvement Data Manager at East London NHS Foundation Trust). A blue box highlights the 'Forid Alom' entry.
- Users:** A list of existing users, including 'Dummy Account' (ELFT's Dummy Account at East London NHS Foundation Trust).
- Organisations:** A list of organisations, including 'East London NHS Foundation Trust'.
- Groups:** A list of groups, including 'Addictions'.

Invite Panel:

- Search:** A search bar with 'forid alom' entered. Below it, search results are shown with left arrows for selection.
- Invite someone new to Life:** A form with an 'Email Address' field and an 'Invite New User +' button.

Navigation tabs at the top of the 'Invite' panel include 'Users', 'Organisations', and 'Groups'.

Once you find the user, click on the left arrow and they will be added to your project.

3

The screenshot displays a user management interface with two main panels: 'Manage' and 'Invite'. The 'Manage' panel is on the left, showing a list of users under 'Pending Members'. The user 'Forid Alom' is highlighted, and a dropdown menu is open, listing various roles. The 'Invite' panel is on the right, showing a search for 'forid alom' and a list of search results. A blue box highlights the dropdown menu for 'Forid Alom' in the 'Manage' panel, and a blue line points from this box to a blue banner at the bottom of the slide.

Manage

Pending Members
They will be invited when you Save

- A** Addictions [Admin](#), [Edit](#), [View](#) Lead Directorate
- Forid Alom** [View](#)
Quality Improvement Data Manager at East London NHS Foundation Trust

Find a member...

Users

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

Organisations

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

Groups

- A** Addictions [Admin](#), [Edit](#), [View](#)

Invite

Users Organisations Groups

forid alom

- Forid Alom**
Quality Improvement Data Manager at East London NHS Foundation Trust
- FE** Forid Alom External Test Account
- FT** Forid Alom THPC Account

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

You can now assign that team member a role.

3

The screenshot displays a user management interface with two main panels: 'Manage' and 'Invite'. The 'Manage' panel is active and shows a list of users. The user 'Forid Alom' is selected, and a dropdown menu is open, listing various roles. The 'Member' role is highlighted with a blue box. The 'Invite' panel is visible in the background, showing a search for 'forid alom' and a list of search results.

Manage

Pending Members
They will be invited when you Save

- A Addictions** [Admin](#), [Edit](#), [View](#)
- Forid Alom** [View](#)

Find a member...

Users

- DA Dummy Account** [Admin](#), [Edit](#), [View](#)

Organisations

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

Groups

- A Addictions** [Admin](#), [Edit](#), [View](#)

Invite

Users Organisations Groups

forid alom

- Forid Alom** Quality Improvement Data Manager at East London NHS Foundation Trust
- FE Forid Alom External Test Account**
- FT Forid Alom THPC Account**

Invite someone new to Life

Email Address

[Invite New User](#)

Role Selection Menu:

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

You can now assign that team member a role.

I'll just add "Forid Alom" as a team member.

3

The screenshot displays a user management interface with two main panels: 'Manage' and 'Invite'.

Manage Panel:

- Pending Members:** A section titled 'Pending Members' with the subtitle 'They will be invited when you Save'. It lists two users:
 - Addictions:** Role 'Lead Directorate', with 'Admin', 'Edit', and 'View' links.
 - Forid Alom:** Role 'Member', with 'Admin', 'Edit', and 'View' links. The 'View' link is highlighted with a blue box.
- Find a member...:** A search input field.
- Users:** A section titled 'Users' listing:
 - Dummy Account:** Role 'Lead User', with 'Admin', 'Edit', and 'View' links.
- Organisations:** A section titled 'Organisations' listing:
 - East London NHS Foundation Trust:** Role 'Lead Organisation', with 'Admin', 'Edit', and 'View' links.
- Groups:** A section titled 'Groups' listing:
 - Addictions:** Role 'Lead Directorate', with 'Admin', 'Edit', and 'View' links.

Invite Panel:

- Buttons for 'Users', 'Organisations', and 'Groups' are at the top.
- A search bar contains 'forid alom'.
- Results list:
 - Forid Alom:** Quality Improvement Data Manager at East London NHS Foundation Trust.
 - Forid Alom External Test Account:** (FE)
 - Forid Alom THPC Account:** (FT)
- Invite someone new to Life:** A section with an 'Email Address' input field and an 'Invite New User +' button.

You can control their access using the “View” button.

3

The screenshot displays a 'Manage' section on the left and an 'Invite' section on the right. The 'Manage' section includes a 'Pending Members' list with a 'Toggle Permissions' modal open over the 'Forid Alom' entry. The modal lists three options: 'Can View' (checked), 'Can't Edit', and 'Can't Admin'. Below this are sections for 'Users', 'Organisations', and 'Groups', each with a list of items and a search bar. The 'Invite' section has tabs for 'Users', 'Organisations', and 'Groups', a search bar containing 'forid alom', and a list of three users: 'Forid Alom', 'Forid Alom External Test Account', and 'Forid Alom THPC Account'. At the bottom of the 'Invite' section is a form to 'Invite someone new to Life' with an 'Email Address' field and an 'Invite New User +' button.

You can give them view, edit or admin access to the project.

3

The screenshot displays a user management interface. On the left, the 'Manage' section includes a 'Pending Members' list with entries for 'Addictions' and 'Forid Alom'. Below this are sections for 'Users' (including 'Dummy Account'), 'Organisations' (including 'East London NHS Foundation Trust'), and 'Groups' (including 'Addictions'). A 'Toggle Permissions' dialog box is open, showing three options: 'Can View' (checked), 'Can't Edit', and 'Can't Admin'. On the right, the 'Invite' section has tabs for 'Users', 'Organisations', and 'Groups'. A search bar contains 'forid alom'. Below the search bar, there is a list of invitees: 'Forid Alom' (Quality Improvement Data Manager at East London NHS Foundation Trust), 'Forid Alom External Test Account', and 'Forid Alom THPC Account'. At the bottom of the 'Invite' section, there is a form to 'Invite someone new to Life' with an 'Email Address' field and an 'Invite New User +' button.

You can give them view, edit or admin access to the project.

“View” access – can view all elements of the project but can't edit

“Edit” access – can view and edit all elements of the project but can't manage members

“Admin” access – can view and edit all elements of the project and can manage members

3

The screenshot shows a user management interface with two main sections: 'Manage' and 'Invite'. The 'Manage' section is divided into 'Pending Members', 'Users', 'Organisations', and 'Groups'. A modal window titled 'Toggle Permissions' is open over the 'Pending Members' section, showing three options: 'Can View' (checked), 'Can't Edit', and 'Can't Admin'. The 'Invite' section has tabs for 'Users', 'Organisations', and 'Groups', a search bar containing 'forid alom', and a list of three invitees: 'Forid Alom', 'Forid Alom External Test Account', and 'Forid Alom THPC Account'. Below the list is a form to 'Invite someone new to Life' with an 'Email Address' field and an 'Invite New User +' button. A blue box with an 'X' icon is in the top right corner, with a line pointing to the 'Close' button in the modal.

Once your done adding members, simply close the member box.

3

Who's involved?

Members (2 users, 1 orgs and 1 groups)

DA NHS East London A

[View all members](#)

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

A Addictions Lead Directorate (Group - Admin) [Ready to invite when you save](#)

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

The team members will now appear on the list but slightly faded. Once they accept the invitation to join the project, they will appear in full colour.

Section 4

What are you trying to accomplish?



4

What are you trying to accomplish?

Problem

Rationale

Aim

In this section you enter the problem you want to work on, the rationale and the aim of the project.

4

What are you trying to accomplish?

Problem

Rationale

Aim

In this section you enter the problem you want to work on, the rationale and the aim of the project.

You can update these fields later too in case you don't have all the answers now.

Section 5

What is the project about?



NHS
East London
NHS Foundation Trust

 qi.elft.nhs.uk

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

 Elft.qi@nhs.net

5

What is the project about?

Priorities [Add new priorities](#) ↗

Tags ⓘ

Add a tag...

In this section you can link your project to a Trust-wide or directorate priority.

5

What is the project about?

Priorities [Add new priorities ↗](#)

Tags ⓘ

Add a tag...

In this section you can link your project to a Trust-wide or directorate priority.

Click on the “Add new priorities” button.

The screenshot shows a web application interface with two main sections: 'Manage' on the left and 'Add New Priorities' on the right. The 'Manage' section has a search bar with the placeholder text 'Find a priority...'. The 'Add New Priorities' section has a search bar and two tabs: 'Organisations' (selected) and 'Groups'. Below the tabs, a search bar is present. A blue-bordered box highlights a list of priorities under the heading 'East London NHS Foundation Trust Priorities'. The list contains five items, each with a left-pointing arrow icon:

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

5

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.

5

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.

5

Manage

Added Priorities

These will be added when you Save

Value for Money

Find a priority...

Value for Money

Add New Priorities

Organisations Groups

Addictions

5

Use the search bar to search for your directorate. This will then bring up all the priorities linked to that directorate.

5

What is the project about?

Priorities [Add new priorities](#) ↗

Tags ⓘ

Add a tag...

You can also tag your project with keywords.

5

What is the project about?

Priorities [Add new priorities](#) ↗

Tags ⓘ

QI Project

Am currently managing a QI project on delirium + QI projects in clinical practice +

experience in project management of QI projects + QI Project using G Charts +

Coaching QI projects +

providing data support and advice to QI project teams within all areas of the service. +

Teach QI and lead on trustwide patient safety and QI projects +

Signing up for use in a QI project + QI projects + audit/QI projects +

course director for QIP projects + Interested in QI project +

Type in as many tags as you'd like that relates to your project.

Section 6

When and where is the project taking place?



6

When and where is the project taking place?

Start Date

28/11/2017

End Date

28/12/2017

Location

In this section you can specify the start date, end date and location.

6

When and where is the project taking place?

Start Date

28/11/2017

End Date

28/12/2017

Location

In this section you can specify the start date, end date and location.

The start date would automatically populate based on the date of the day you are completing the charter.

6

When and where is the project taking place?

Start Date

28/11/2017

End Date

28/12/2017

Location

In this section you can specify the start date, end date and location.

The start date would automatically populate based on the date of the day you are completing the charter.

The end date would automatically populate based on a year from the start date. You can change this to whatever you'd like.

6

When and where is the project taking place?

Start Date

28/11/2017

End Date

28/12/2017

Location

In this section you can specify the start date, end date and location.

The start date would automatically populate based on the date of the day you are completing the charter.

The end date would automatically populate based on a year from the start date. You can change this to whatever you'd like.

In the location field, you can enter where the project is taking place.

Please avoid abbreviations.

Section 7

Who can view this project?



7

Who can view this project? ⓘ

Only members can view



In this section, you can control who can view your project.

7

Who can view this project? ⓘ

Only members can view



In this section, you can control who can view your project.

The default is “Only members can view”.

7

Who can view this project? ⓘ

Only members can view



Everyone can view

Only members can view

In this section, you can control who can view your project.

The default is “Only members can view”.

The “Everyone can view” option allows anyone on the Life QI platform to view your project (outside of ELFT).

7

Who can view this project? ⓘ

Only members can view



Everyone can view

Only members can view

In this section, you can control who can view your project.

The default is “Only members can view”.

The “Everyone can view” option allows anyone on the Life QI platform to view your project (outside of ELFT).

All ELFT projects should be set at “Only members can view”.

Section 8

Additional project information



8

Workflow actions

Additional Information Required ⓘ

Mandatory

Open →

All ELFT projects require further information about service user involvement, project structures etc.

8

Workflow actions

Additional Information Required ⓘ

Mandatory

Open →

All ELFT projects require further information about service user involvement, project structures etc.

To complete these fields, click on the “Open” button.

8

Workflow actions

Additional Information Required ⓘ

Mandatory

Open →

All ELFT projects require further information about service user involvement, project structures etc.

To complete these fields, click on the “Open” button.

These fields are mandatory so you won't be able to proceed without answering them.

Preview: ELFT Project Charter Create report ✓ Cancel ✕
Draft until Published

ELFT Project Charter - Created by Dummy Account 2017/11/28

Project Title	Project Registration Demo	
Problem		
Rationale		
Aim		
Start Date	End Date	
2017-11-28	2017-12-28	
Location		

It is important you fill these additional ELFT fields so that your project is passed to the right directorate with the right information in order to be approved.

How will you know that a change is an improvement? What are your measures?


How are you getting your Service Users/Carers/Customers involved?

Any barriers that you can identify to getting this project going?

When do you plan to meet as a team? How frequently? How long?

What is the name of the team manager who has approved this project?

Have you discussed this project with a QI sponsor (or at a QI forum) in your directorate? If so, who (or when)?

 **NHS**
East London
NHS Foundation Trust

Create report ✓ Cancel ✕

These fields are pulled through from what you entered in the previous form.

Preview: ELFT Project Charter

[Create report ✓](#)
[Cancel ✕](#)

Draft until Published

ELFT Project Charter - Created by Dummy Account 2017/11/28

Project Title
Project Registration Demo

Problem

Rationale

Aim

Start Date	End Date
2017-11-28	2017-12-28

Location

It is important you fill these additional ELFT fields so that your project is passed to the right directorate with the right information in order to be approved.

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How are you getting your Service Users/Carers/Customers involved?

Any barriers that you can identify to getting this project going?

When do you plan to meet as a team? How frequently? How long?

What is the name of the team manager who has approved this project?

Have you discussed this project with a QI sponsor (or at a QI forum) in your directorate? If so, who (or when)?

NHS

East London
NHS Foundation Trust

[Create report ✓](#)
[Cancel ✕](#)

These questions need to be completed before you can continue registering your project.

Preview: ELFT Project Charter

[Create report ✓](#)
[Cancel ✕](#)

Draft until Published

ELFT Project Charter - Created by Dummy Account 2017/11/28

Project Title
Project Registration Demo

Problem

Rationale

Aim

Start Date	End Date
2017-11-28	2017-12-28

Location

It is important you fill these additional ELFT fields so that your project is passed to the right directorate with the right information in order to be approved.

How will you know that a change is an improvement? What are your measures?


How are you getting your Service Users/Carers/Customers involved?

Any barriers that you can identify to getting this project going?

When do you plan to meet as a team? How frequently? How long?

What is the name of the team manager who has approved this project?

Have you discussed this project with a QI sponsor (or at a QI forum) in your directorate? If so, who (or when)?



[Create report ✓](#)
[Cancel ✕](#)

Once you have answered all the questions, click “Create report”.

8

Workflow actions

Additional Information Required ⓘ

Mandatory

✓ Done

The report will now appear as “Done” and section 8 will no longer be highlighted in pink.

Section 9

Project approval process



9

This project needs to be approved



You can create this project as a draft and request approval later, or you can choose to create and request approval now.

What would you like to do?

Request approval now



The final section is regarding the approval process.

9

This project needs to be approved



You can create this project as a draft and request approval later, or you can choose to create and request approval now.

What would you like to do?

Request approval now



The final section is regarding the approval process.

Once you have completed your project charter, you have two options.

9

This project needs to be approved



You can create this project as a draft and request approval later, or you can choose to create and request approval now.

What would you like to do?

Request approval now



Create a draft

Request approval now

The final section is regarding the approval process.

Once you have completed your project charter, you have two options.

You can either submit the project for approval now (by selecting the **“Request approval now”** option) or you can save the project charter and continue working on it until you’re ready to submit it for approval (by selecting the **“Create a draft”** option).

9

This project needs to be approved



You can create this project as a draft and request approval later, or you can choose to create and request approval now.

What would you like to do?

Request approval now



Create a draft

Request approval now

If you select “Request approval now” and then click “Create report”, the Lead Directorate sponsors and Improvement Advisors will get an email notifying them that you have just completed the project charter. They will then have the option to “Approve” or “Decline” your project registration.



Project Registration Demo

Only members can view

[Edit](#) [Reports +](#)

This project is waiting for approval
Approval was requested on 28/11/2017 at 15:36:05 and is pending.

Details

Title

Project Registration Demo

Featured Reports

ELFT Project Charter *Draft*
Created by **Dummy Account** on **Today at 15:14**

Problem

TBC

Rationale

TBC

Members (2 users, 1 orgs and 1 groups)



[View all members](#)

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

Addictions Lead Directorate (Group - Admin)
Waiting for them to accept

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

Overview

Status	Progress Score
Active	0.5 – Intent to P:

Start Date	End Date
28/11/2017	28/12/2017

Location
TBC

Workflow
ELFT QI Projects

- General →
- Driver Diagram**
- PDSAs**
- Measures & Charts**

- Discuss
- Documents
- Start
- Projects** →
- Programmes
- Discussions
- Beta* Analytics
- Beta* Reports
- Groups
- People
- Organisations

These fields will be locked on your project. They will be unlocked once your project has been approved.

Email Notification

Approval request approved for the project Project Registration Demo Life QI



Life QI <bot@lifeqisystem.com>

Tue 28/11/2017, 15:39

f_alom@hotmail.co.uk; ▾

Hi Dummy Account,

Your request for approval on the project '[Project Registration Demo](#)' was approved.

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

Once your project has been approved, you will receive an email notification and a Life QI notification.

9

Life QI Notification



Search Notifications



Unread

Forid Alom has approved your request for approval on the project '[Project Registration Demo](#)'.

28/11/2017 at 15:39:06

[Go back to contents page](#)



NHS
East London
NHS Foundation Trust

9

This project needs to be approved



You can create this project as a draft and request approval later, or you can choose to create and request approval now.

What would you like to do?

Request approval now



Create a draft

Request approval now

If you select “Create a draft” and then click “Create report”, the project charter will be saved as a draft.



General →

- Driver Diagram
- PDSAs
- Measures & Charts

Discuss
Documents

Start
Projects →

Programmes
Discussions

Beta Analytics
Beta Reports

Groups
People
Organisations



Project Registration Demo

Only members can view

Edit Reports +

This project has not yet been submitted for approval

As an admin of this project, when you are ready you may click the button below to request approval.

[Request Approval →](#)

Details

Title
Project Registration Demo

Featured Reports

ELFT Project Charter Draft
Created by **Dummy Account** on **Today at 15:14**

Problem
TBC

Rationale

Members (2 users, 1 orgs and 1 groups)

[View all members](#)

- You Lead User (Admin) [Leave](#)
- Addictions Lead Directorate (Group - Admin)
Waiting for them to accept
- East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

Overview

Status	Progress Score
Active	0.5 – Intent to P:
Start Date	End Date
28/11/2017	28/12/2017
Location	
TBC	

These fields will be locked on your project. They will be unlocked once your project has been approved.

9

Projects → Project #107182 → General

Project Registration Demo ↗
Only members can view

[Edit](#) [Reports +](#)

This project has not yet been submitted for approval
As an admin of this project, when you are ready you may click the button below to request approval.

[Request Approval →](#)

Details

Title
Project Registration Demo

Featured Reports

ELFT Project Charter Draft
Created by **Dummy Account** on **Today at 15:14** →

Problem
TBC

Rationale

Members (2 users, 1 orgs and 1 groups) ⓘ

[View all members](#)

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

A Addictions Lead Directorate (Group - Admin)
Waiting for them to accept

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

Overview

Status	Progress Score ⓘ
Active	0.5 – Intent to P
Start Date	End Date
28/11/2017	28/12/2017
Location	
TBC	

These fields will be locked on your project. They will be unlocked once your project has been approved.

You can edit any of the fields that are not highlighted in **yellow**.

9



General →

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



Project Registration Demo ↗

Only members can view

[Edit](#) [Reports +](#)

This project has not yet been submitted for approval

As an admin of this project, when you are ready you may click the button below to request approval.

[Request Approval →](#)

Details

Title

Project Registration Demo

Featured Reports



ELFT Project Charter Draft

Created by **Dummy Account** on **Today at 15:14**

Problem

TBC

Rationale

TBC

Aim

Members (2 users, 1 orgs and 1 groups) ⓘ



[View all members](#)

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

A Addictions Lead Directorate (Group - Admin)
Waiting for them to accept

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

Overview

Status

Active



Progress Score ⓘ

0.5 – Intent to P:

Start Date

28/11/2017

End Date

28/12/2017

Location

TBC

You can continue working on the project charter by clicking here.

9

Reports → Report #100966

ELFT Project Charter
Created by Dummy Account today at 15:14 · Draft until Published

[Edit](#) [Delete](#) [PDF](#) [Publish](#)

Start
Projects
Programmes
Discussions
Analytics
Reports
Groups
People
Organisations

Membership is mirrored from the project
[Project Registration Demo](#)

Members
DA
A
[View all](#)

Privacy
Only member

Workflow

Project Title
Project Registration Demo

Problem
TBC

Rationale
TBC

Aim
TBC

Start Date	End Date
2017-11-28	2017-12-28

Location
TBC

It is important you fill these additional ELFT fields so that your project is passed to the right directorate with the right information in order to be approved.

How will you know that a change is an improvement? What are your measures?
TBC


How are you getting your Service Users/Carers/Customers involved?
TBC

Any barriers that you can identify to getting this project going?
TBC

When do you plan to meet as a team? How frequently? How long?
TBC

What is the name of the team manager who has approved this project?
TBC

Have you discussed this project with a QI sponsor (or at a QI forum) in your directorate? If so, who (or when)?
TBC



[Terms](#) [Privacy](#) [Acceptable use](#) [Help](#)

Just click on the “Edit” button and you will be able to update the fields on the charter.

9

[Go back to contents page](#)



General →

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



Project Registration Demo ↗

Only members can view

Edit Reports +

This project has not yet been submitted for approval

As an admin of this project, when you are ready you may click the button below to request approval.

[Request Approval →](#)

Details

Title
Project Registration Demo

Featured Reports

ELFT Project Charter Draft
Created by **Dummy Account** on **Today at 15:14**

Problem
TBC

Rationale

Members (2 users, 1 orgs and 1 groups) ⓘ

[View all members](#)

- You Lead User (Admin) [Leave](#)
- Addictions Lead Directorate (Group - Admin)
Waiting for them to accept
- East London NHS Foundation Trust
Lead Organisation (Organisation - Admin)

Overview

Status: **Active**

Progress Score ⓘ: **0.5 – Intent to P**

Start Date: 28/11/2017 End Date: 28/12/2017

Location: TBC

Once you are ready to submit your project for approval, click on the “Request Approval” button.

9



Project Registration Demo

Only members can view

[Edit](#) [Reports +](#)

This project is waiting for approval
Approval was requested on 28/11/2017 at 15:36:05 and is pending.

Details

Title

Project Registration Demo

Featured Reports

ELFT Project Charter Draft
Created by [Dummy Account](#) on **Today at 15:14**

Problem

TBC

Rationale

TBC

Aim

TBC

Members (2 users, 1 orgs and 1 groups)



[View all members](#)

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

[Addictions Lead Directorate \(Group - Admin\)](#)
Waiting for them to accept

[East London NHS Foundation Trust](#)
Lead Organisation (Organisation - Admin)

Overview

Status

Active

Progress Score

0.5 – Intent to P:

Start Date

28/11/2017

End Date

28/12/2017

Location

TBC

Workflow


ELFT QI Projects

9

The Lead Directorate sponsors and Improvement Advisors will then get an email regarding your project registration and have the option to “Approve” or “Decline” it.

Email Notification

Approval request approved for the project Project Registration Demo Life QI

 Life QI <bot@lifeqisystem.com>
Tue 28/11/2017, 15:39
f_alom@hotmail.co.uk; ▾

Hi Dummy Account,

Your request for approval on the project '[Project Registration Demo](#)' was approved.


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

Once your project has been approved, you will receive an email notification and a Life QI notification.

9

Life QI Notification



Search Notifications   

Unread

Forid Alom has approved your request for approval on the project '[Project Registration Demo](#)'.

28/11/2017 at 15:39:06

[Go back to contents page](#)



General →

Driver Diagram

PDSAs

Measures & Charts

Discuss

Documents

Start

Projects →

Programmes

Discussions

Beta Analytics

Beta Reports

Groups

People

Organisations

Projects → Project #107182 → General



Project Registration Demo ↗

Only members can view

Edit Reports

Details

Title

Project Registration Demo

Featured Reports



ELFT Project Charter **Draft**

Created by **Dummy Account** on **Today at 15:14** →

Problem

TBC

Rationale

TBC

Aim

TBC

Tags

QI project

Members (2 users, 1 orgs and 1 groups)



[View all members](#)

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

A Addictions Lead Directorate (Group - Admin)

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

Overview

Status

Active

Start Date

28/11/2017

Location

TBC

Workflow

ELFT QI Projects

Progress Score

0.5 – Intent to Partic

End Date

28/12/2017

Privacy

All areas of the project will now be unlocked.

9

[Go back to contents page](#)

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



0207 655 4078



Elft.qi@nhs.net



NHS

**East London
NHS Foundation Trust**