

# Sponsoring an ELFT QI Project



**NHS**  
East London  
NHS Foundation Trust

 [qi.elft.nhs.uk](http://qi.elft.nhs.uk)

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

 [Elft.qi@nhs.net](mailto:Elft.qi@nhs.net)

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# How to find your project?



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  
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**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

## 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 nis 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](#)

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 sponsor to your start page.

Start


 **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

Content ⓘ

None

Notes

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



The screenshot shows the 'ELFT Dummy Project' page in the Life QI system. The breadcrumb navigation at the top reads 'Projects > Project #101993 > General', with 'Project #101993' highlighted by a blue box. The project title is 'ELFT Dummy Project' with a progress score of 1.0. The page includes a sidebar with 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 has a 'Details' section with fields for Title, Problem, Rationale, Aim, and Tags. The 'Overview' section shows the project is 'Active' with a 'Progress Score' of 1.0, a 'Start Date' of 14/11/2016, and an 'End Date' of 14/12/2016. A 'Members' section lists 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' section of 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 are tabs for 'My', 'My Organisations', 'My Groups', and 'All'. 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 navigation icons for home, notifications, and user profile.

Use this search bar to search for projects.



**NHS**

East London  
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[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.



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East London  
NHS Foundation Trust

[Go back to contents page](#)



The screenshot displays the 'Projects' page in the NHS system. 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. The main content area shows a project card for 'ELFT Dummy Project' with a score of 1.5, a status of 'N/A', and is associated with 'East London NHS Foundation Trust'. A 'Start a new project +' button is visible at the top left. A sidebar on the left contains navigation options: Start, Projects, Programmes, Discussions, Analytics, Reports, Groups, People, and Organisations. A 'Back to top' button is located below the project card. The bottom right corner of the page has 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**

East London  
NHS Foundation Trust

[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 +



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

### 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

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Rationale

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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
Status Date	End Date
14/11/2016	14/12/2016

Your role for the project will be highlighted here.

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

Notes



# How to approve a new project?



When a new project is submitted for approval in your directorate, you will receive a notification email.

### New project requires approval

Life QI <bot@lifeqisystem.com>

Sent: Mon 15/01/2018 11:33

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

Hi Forid Alom,

A new project has been created within your directorate. In order for this project to be approved, there needs to be a discussion between the sponsor and the Improvement Advisor. Please do not approve this project until this discussion has happened. Please note that the Project Team can not undertake any work on the project on the Life QI system until the project is approved. To action this on Life QI, please use the link below.

A user has requested approval for the project '[Project Approval Example](#)'.

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

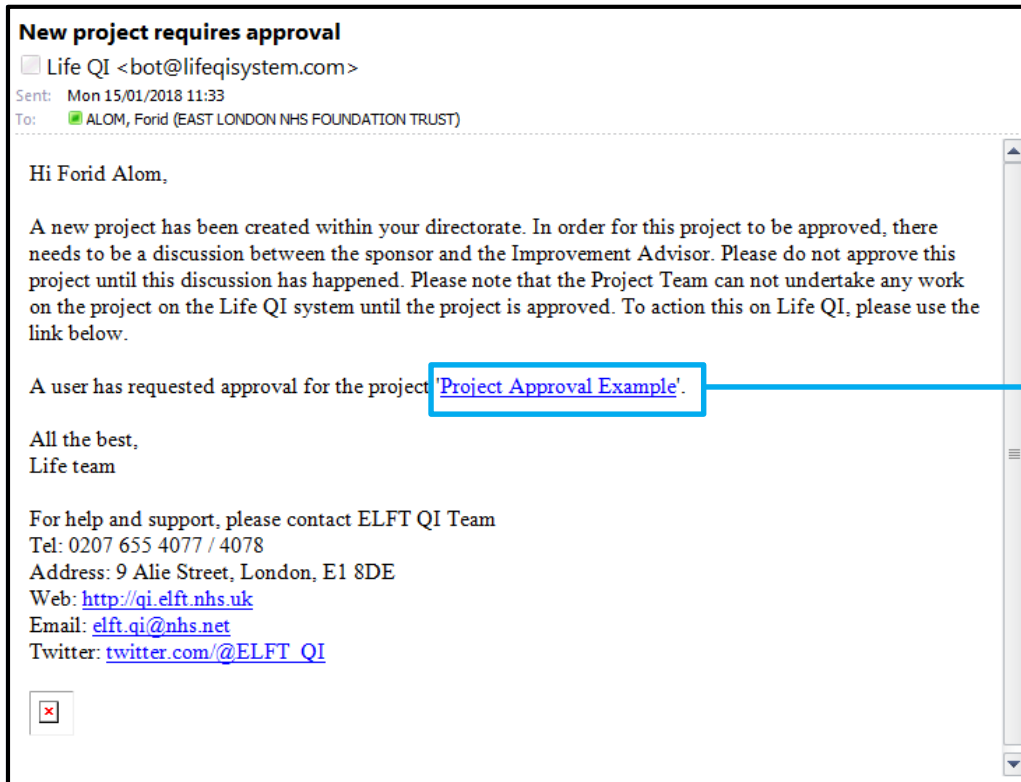
Web: <http://qi.elft.nhs.uk>

Email: [elft.qi@nhs.net](mailto:elft.qi@nhs.net)

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



When a new project is submitted for approval in your directorate, you will receive a notification email.



The email contains a link to the project. Click on the link and it will open the project on Life QI.



# Project Approval Example

Only members can view

Edit Reports +

**This project is waiting for approval**  
Approval was requested on 15/01/2018 at 11:32:55 and is pending.

## Requests

**New project requires approval - Forid Alom has requested approval for this 'Project Approval Example'.**

A new project has been created within your directorate. In order for this project to be approved, there needs to be a discussion between the sponsor and the Improvement Advisor. Please do not approve this project until this discussion has happened. Please note that the Project Team can not undertake any work on the project on the Life QI system until the project is approved. To action this on Life QI, please use the link below.

15/01/2018 at 11:32:54

Approve ✓ Decline ✕

## Details

Title

Project Approval Example

Featured Reports

**ELFT Project Charter Draft**  
Created by Forid Alom on 15/01/2018 at 11:32:17

Problem

Members (1 users, 1 orgs and 1 groups)



[View all members](#)



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



ELFT Test  
Lead Directorate (Group - Admin)

You will notice key features of the project will be locked. Until the project has been approved, the project team will not be able to work on their project.



## Project Approval Example

Only members can view

Edit

Reports +



### This project is waiting for approval

Approval was requested on 15/01/2018 at 11:32:55 and is pending.

### Requests

**New project requires approval - Forid Alom has requested approval for this 'Project Approval Example'.**

A new project has been created within your directorate. In order for this project to be approved, there needs to be a discussion between the sponsor and the Improvement Advisor. Please do not approve this project until this discussion has happened. Please note that the Project Team can not undertake any work on the project on the Life QI system until the project is approved. To action this on Life QI, please use the link below.

15/01/2018 at 11:32:54

Approve ✓

Decline ✕

### Details

Title

Project Approval Example

Featured Reports



ELFT Project Charter *Draft*

Created by **Forid Alom** on 15/01/2018 at 11:32:17

Problem

Members (1 users, 1 orgs and 1 groups)



[View all members](#)



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



ELFT Test  
Lead Directorate (Group - Admin)


Once you've had a discussion with the project team and your improvement advisor, you can click on "Approve".



## Approval request approved for the project Project Approval Example Life QI

Life QI <bot@lifeqisystem.com>

Sent: Mon 15/01/2018 11:47

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

Hi Forid Alom,

Your request for approval on the project '[Project Approval Example](#)' 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: [elft.qi@nhs.net](mailto:elft.qi@nhs.net)

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

The project lead of the project will then receive an email to confirm their project has been approved. They can now start work on the project using Life QI.

# How to accept an invite to join a project?



## New invite in Life QI

Life QI <bot@lifeqisystem.com>

Sent: Mon 15/01/2018 11:55

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

Hi Forid Alom,

Dummy Account has invited you to join the project '[Dummy Project No.12](#)' in Life QI.

Dummy needs you to accept or decline this invitation. Please head over to [Life QI](#) to check the project out.

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: [elft.qi@nhs.net](mailto:elft.qi@nhs.net)


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

When you're invited to join a project, you will receive an email notification.

## New invite in Life QI

Life QI <bot@lifeqisystem.com>

Sent: Mon 15/01/2018 11:55

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

Hi Forid Alom,

Dummy Account has invited you to join the project 'Dummy Project No.12' in Life QI.

Dummy needs you to accept or decline this invitation. Please head over to [Life QI](#) to check the project out.

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: [elft.qi@nhs.net](mailto:elft.qi@nhs.net)


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

The email will contain information on who invited you and what project you have been invited to.

## New invite in Life QI

Life QI <bot@lifeqisystem.com>

Sent: Mon 15/01/2018 11:55

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

Hi Forid Alom,

Dummy Account has invited you to join the project ['Dummy Project No.12'](#) in Life QI.

Dummy needs you to accept or decline this invitation. Please head over to [Life QI](#) to check the project out.

All the best,  
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For help and support, please contact ELFT QI Team

Tel: 0207 655 4077 / 4078

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Email: [elft.qi@nhs.net](mailto:elft.qi@nhs.net)

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

The title of the project is a hyperlink. If you click on it, it will take you to the relevant project on Life QI where you can accept the invite.

Projects → Project #106986 → General

## Dummy Project No.12

Only members can view

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

---

### Invites

**Dummy Account** has invited you to join this project.

15/01/2018 at 11:54:28

[Accept ✓](#) [Decline ✕](#)

---

### Details

Title

**Dummy Project No.12**

Featured Reports

- ELFT Project Charter** Draft  
 Created by **Dummy Account** on **20/11/2017 at 20:54:31** →
- ELFT Progress Update to Sponsor - Dec 2017** Draft  
 Created by on **27/11/2017 at 10:29:31** →

Problem

**TBC**

Rationale





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

[View all members](#)



- You Sponsor (Edit)**  
Waiting for you to accept
- ELFT Test**  
 Lead Directorate (Group - Admin) ⓘ
- East London NHS Foundation Trust**  
 Lead Organisation (Organisation - Admin) ⓘ
- Dummy Account**  
 Lead User (User - Admin) ⓘ

You will be able to see details of the project.

Projects → Project #106986 → General

 **Dummy Project No.12**   
0.5 Only members can view Edit  Reports + 



**Invites**

[Dummy Account](#) has invited you to join this project.  
15/01/2018 at 11:54:28 Accept  Decline 

**Details**


Title  
**Dummy Project No.12**













Featured Reports

-  **ELFT Project Charter Draft**  
Created by [Dummy Account](#) on **20/11/2017 at 20:54:31** →
-  **ELFT Progress Update to Sponsor - Dec 2017 Draft**  
Created by on **27/11/2017 at 10:29:31** →

Problem  
**TBC**

Rationale

Members (2 users, 1 orgs and 1 groups) 

-    
- [View all members](#)
-  **You Sponsor (Edit)**   
Waiting for you to accept
-  **ELFT Test**  
Lead Directorate (Group - Admin) 
-  **East London NHS Foundation Trust**  
Lead Organisation (Organisation - Admin) 
-  **Dummy Account**  
Lead User (User - Admin) 

On the top you will see the project invite and the ability to accept or decline the invite.

Projects → Project #106986 → General

**Dummy Project No.12** ↗  
Only members can view

Edit ✎ Reports + 🗑️

### Invites

**Dummy Account** has invited you to join this project.  
15/01/2018 at 11:54:28

Accept ✓ Decline ✕

### Details

Title  
**Dummy Project No.12**

Featured Reports

- ELFT Project Charter Draft**  
Created by **Dummy Account** on **20/11/2017 at 20:54:31** →
- ELFT Progress Update to Sponsor - Dec 2017 Draft**  
Created by on **27/11/2017 at 10:29:31** →

Problem  
**TBC**

Rationale

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

- You Sponsor (Edit)**  
Waiting for you to accept ⚙️
- ELFT Test**  
Lead Directorate (Group - Admin) ⓘ
- East London NHS Foundation Trust**  
Lead Organisation (Organisation - Admin) ⓘ
- Dummy Account**  
Lead User (User - Admin) ⓘ

[View all members](#)

Under the members area, you will see what role you have been given to the project.





# Dummy Project No.12

Only members can view

Edit Reports +

## General

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

## Start

## Projects

- Programmes
- Discussions

## Beta Reports

- Groups
- People
- Organisations
- Admin

## Invites

Dummy Account has invited you to join this project.

15/01/2018 at 11:54:28

Accept ✓

Decline ✕

## Details

Title

Dummy Project No.12

Featured Reports

**ELFT Project Charter** Draft  
Created by Dummy Account on 20/11/2017 at 20:54:31

**ELFT Progress Update to Sponsor - Dec 2017** Draft  
Created by on 27/11/2017 at 10:29:31

Problem

TBC

Rationale

Members (2 users, 1 orgs and 1 groups)



[View all members](#)

You Sponsor (Edit)  
Waiting for you to accept

ELFT Test  
Lead Directorate (Group - Admin)

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

Dummy Account  
Lead User (User - Admin)

It is important that if you're the sponsor for the project, you **accept** this invite.

Projects → Project #106986 → General

**Dummy Project No.12** <sup>↗</sup>  
Only members can view

Edit Reports +

### Invites

Dummy Account has invited you to join this project.  
15/01/2018 at 11:54:28

Accept ✓ Decline ✕

### Details

Title  
Dummy Project No.12

Featured Reports

- ELFT Project Charter **Draft**  
Created by Dummy Account on 20/11/2017 at 20:54:31 →
- ELFT Progress Update to Sponsor - Dec 2017 **Draft**  
Created by on 27/11/2017 at 10:29:31 →

Problem  
TBC

Rationale

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

- You Sponsor (Edit)  
Waiting for you to accept
- ELFT Test  
Lead Directorate (Group - Admin) ⓘ
- East London NHS Foundation Trust  
Lead Organisation (Organisation - Admin) ⓘ
- Dummy Account  
Lead User (User - Admin) ⓘ

It is important that if you're the sponsor for the project, you **accept** this invite.

Until you accept the invite, you won't have any link to the project (as you have not confirmed your participation). This means you won't appear as the sponsor for the project on any of the project/directorate reports.

# Monthly progress update on projects you're sponsoring



**NHS**  
**East London**  
NHS Foundation Trust

 [qi.elft.nhs.uk](http://qi.elft.nhs.uk)

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

 [Elft.qi@nhs.net](mailto:Elft.qi@nhs.net)

As a QI sponsor, every month you will receive a monthly progress update from each of the projects you're sponsoring.

As a QI sponsor, every month you will receive a monthly progress update from each of the projects you're sponsoring.

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

As a QI sponsor, every month you will receive a monthly progress update from each of the projects you're sponsoring.

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

## STEP 2

TIME TO COMPLETE REPORT:  
7 DAYS (168 hrs)

**QI  
COACH**

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

## STEP 3

TIME TO REVIEW REPORT:  
2 DAYS (48 hrs)

**IMPROVEMENT  
ADVISOR**

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

## STEP 4

**QI  
SPONSOR**

On the **Wednesday after the 3<sup>rd</sup> Monday** of the month (at 10am), the report is sent to the QI sponsor via email.

## STEP 1

TIME TO  
COMPLETE  
REPORT:  
7 DAYS (168 hrs)

PROJECT LEAD

On the 1<sup>st</sup> 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](mailto:qi@elft.nhs.uk)  
Twitter: [twitter.com/ELFT\\_QI](https://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 <b>7 days</b>.

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

### 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



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



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## 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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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

The first few fields on the report is automatically filled in based on what is on 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?
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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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

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

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

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



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## STEP 2

TIME TO  
COMPLETE  
REPORT:  
**7 DAYS (168 hrs)**

QI COACH

On the **2<sup>nd</sup> Monday** of the month, coaches receive an email and notification on Life QI notifying them that it's time to review the report completed by the project lead and add their 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](mailto: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

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

The coaches can see the project leads answers to questions 1 to 10.

They will then be able to add their 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

**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

The coaches can see the project leads answers to questions 1 to 10.

They will then be able to add their 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

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**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

The coaches can see the project leads answers to questions 1 to 10.

They will then be able to add their update in question 11.

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

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



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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?**

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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**

The coaches can see the project leads answers to questions 1 to 10.

They will then be able to add their update in question 11.

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

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

On the Wednesday after the 3<sup>rd</sup> Monday of the month, the report will then be sent to you embedded into an email.



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Hi Forid Alom

Please see below the monthly progress update report for the project you are sponsoring. Please review to see how the project is progressing and any obstacles they may be facing.

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

**Project Title:**

Dummy Project

**Location**

**Current Progress Score**

1.0

**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**

Dummy Account

**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**

QI Coach Update

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 Aisle Street, London, E1 8DE  
Web: <http://qi.elft.nhs.uk>  
Email: [qi@elft.nhs.uk](mailto:qi@elft.nhs.uk)  
Twitter: [twitter.com/ELFT\\_QI](https://twitter.com/ELFT_QI)

Here is an example of how the report will look when emailed to you.



Hi Forid Alom

Please see below the monthly progress update report for the project you are sponsoring. Please review to see how the project is progressing and any obstacles they may be facing.

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

**Project Title:**

Dummy Project

**Location**

**Current Progress Score**

1.0

**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**

Dummy Account

**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?**

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**5. Are you seeing any changes or improvements?**

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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**

QI Coach Update

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 Abbe Street, London, E1 8DE  
Web: <http://qi.elft.nhs.uk>  
Email: [qi@elft.nhs.uk](mailto:qi@elft.nhs.uk)  
Twitter: [twitter.com/ELFT\\_QI](https://twitter.com/ELFT_QI)

Here is an example of how the report will look when emailed to you.

You will receive one report email per project you're sponsoring. If you're sponsoring 6 projects, then you will receive 6 emails.

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



**0207 655 4078**



**elft.qi@nhs.net**



**NHS**

**East London  
NHS Foundation Trust**