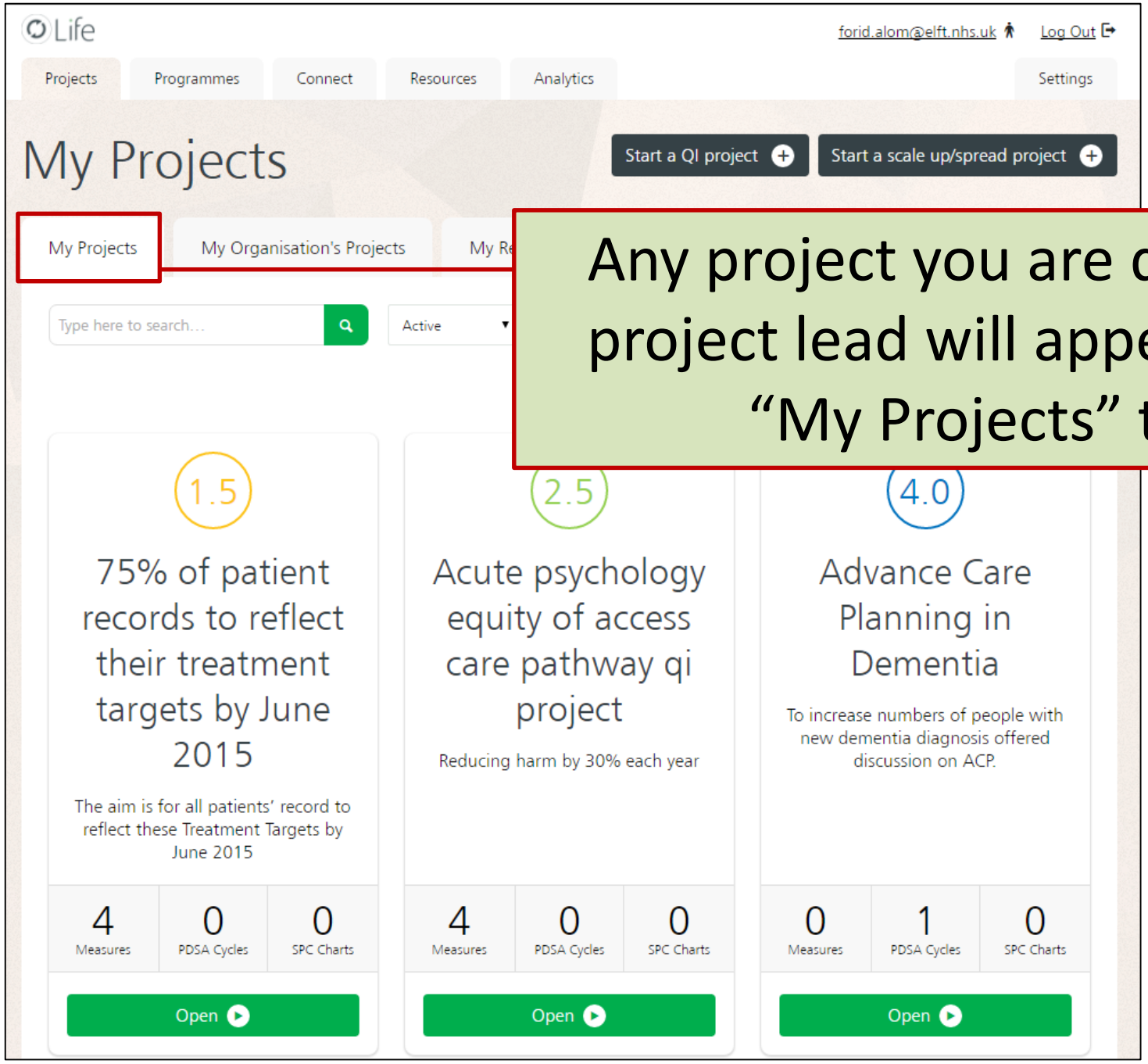
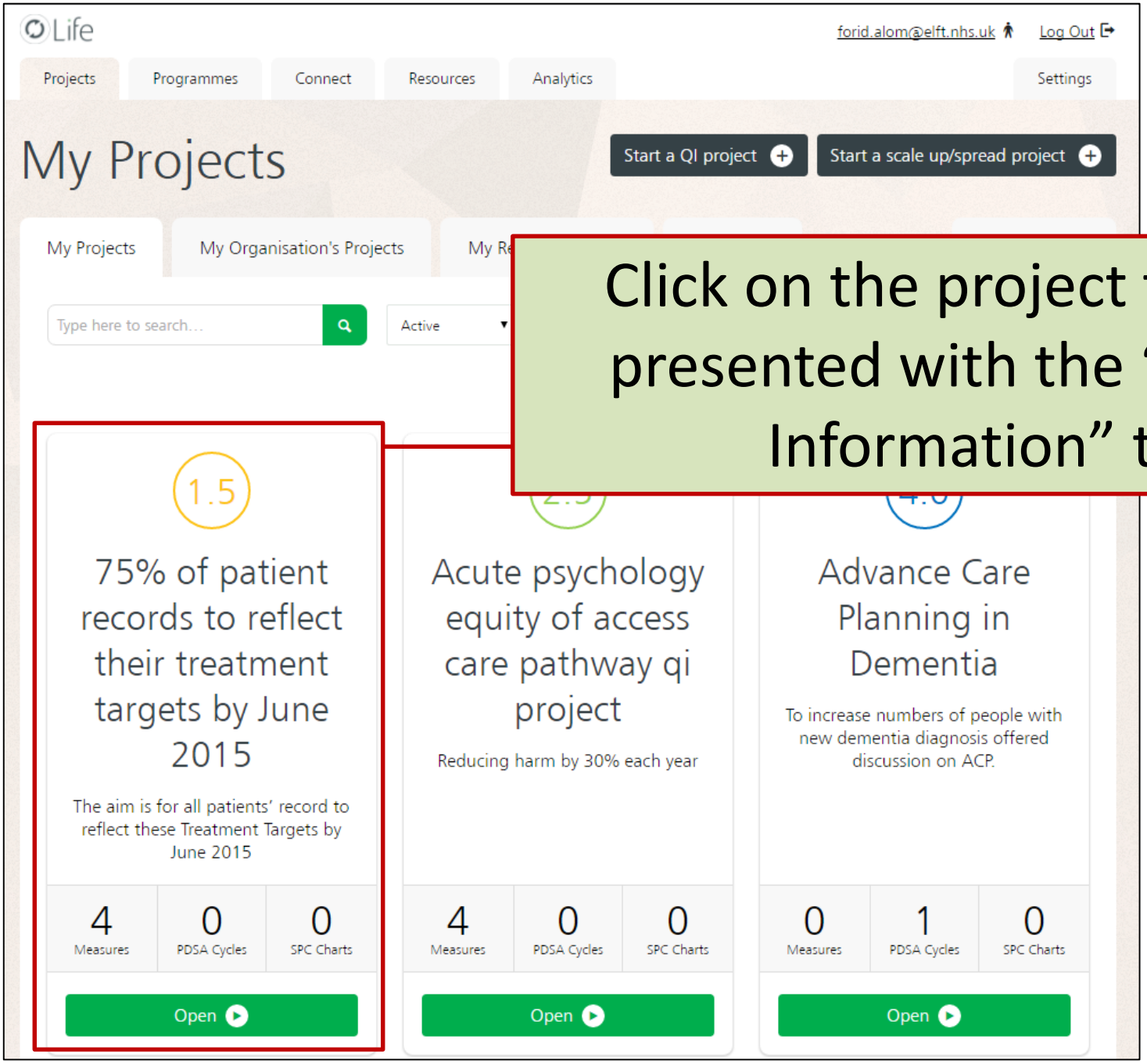
Closing a QI Project?

QUALITY IMPROVEMENT PROGRAMME

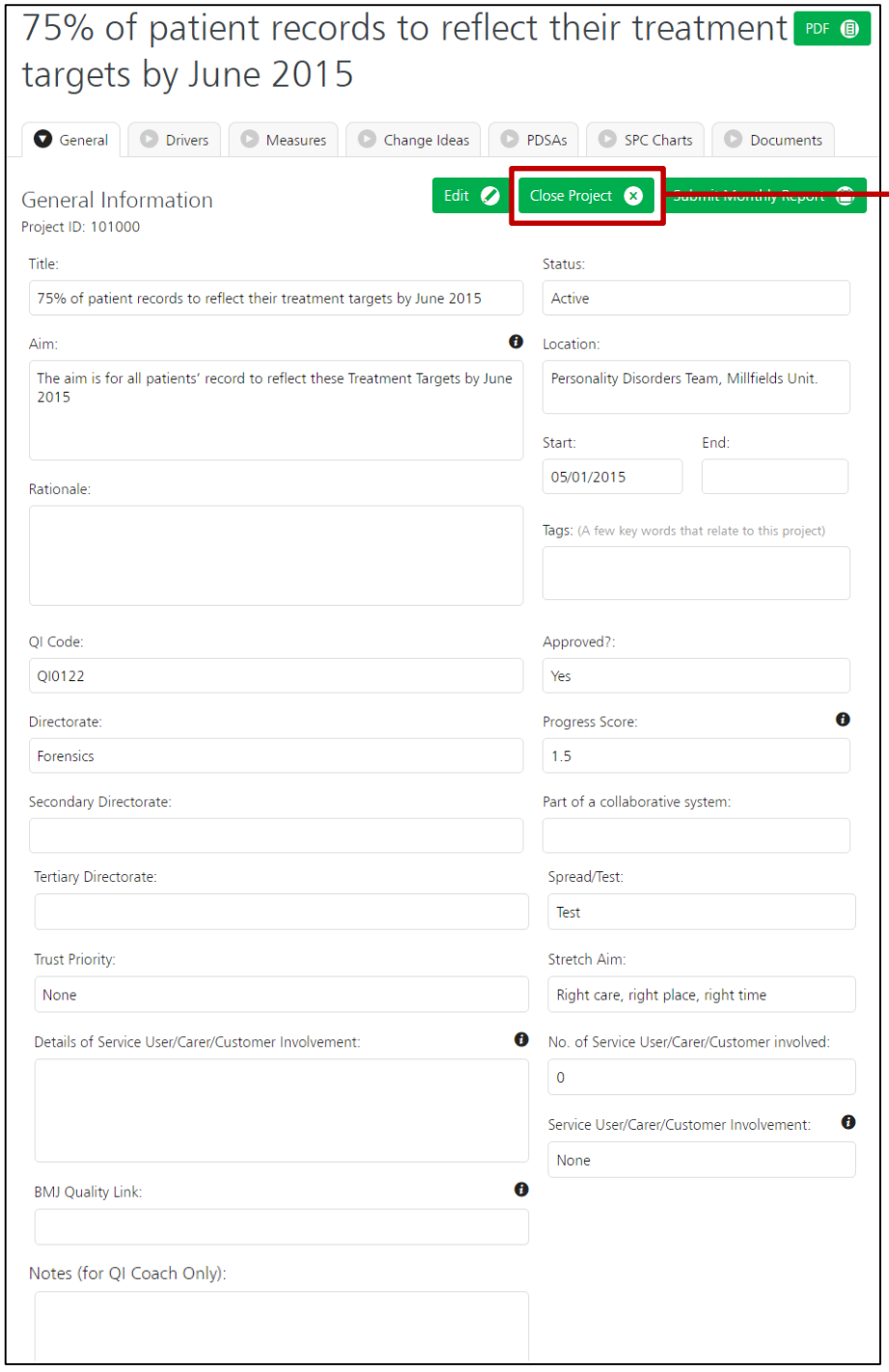
East London NHS
NHS Foundation Trust



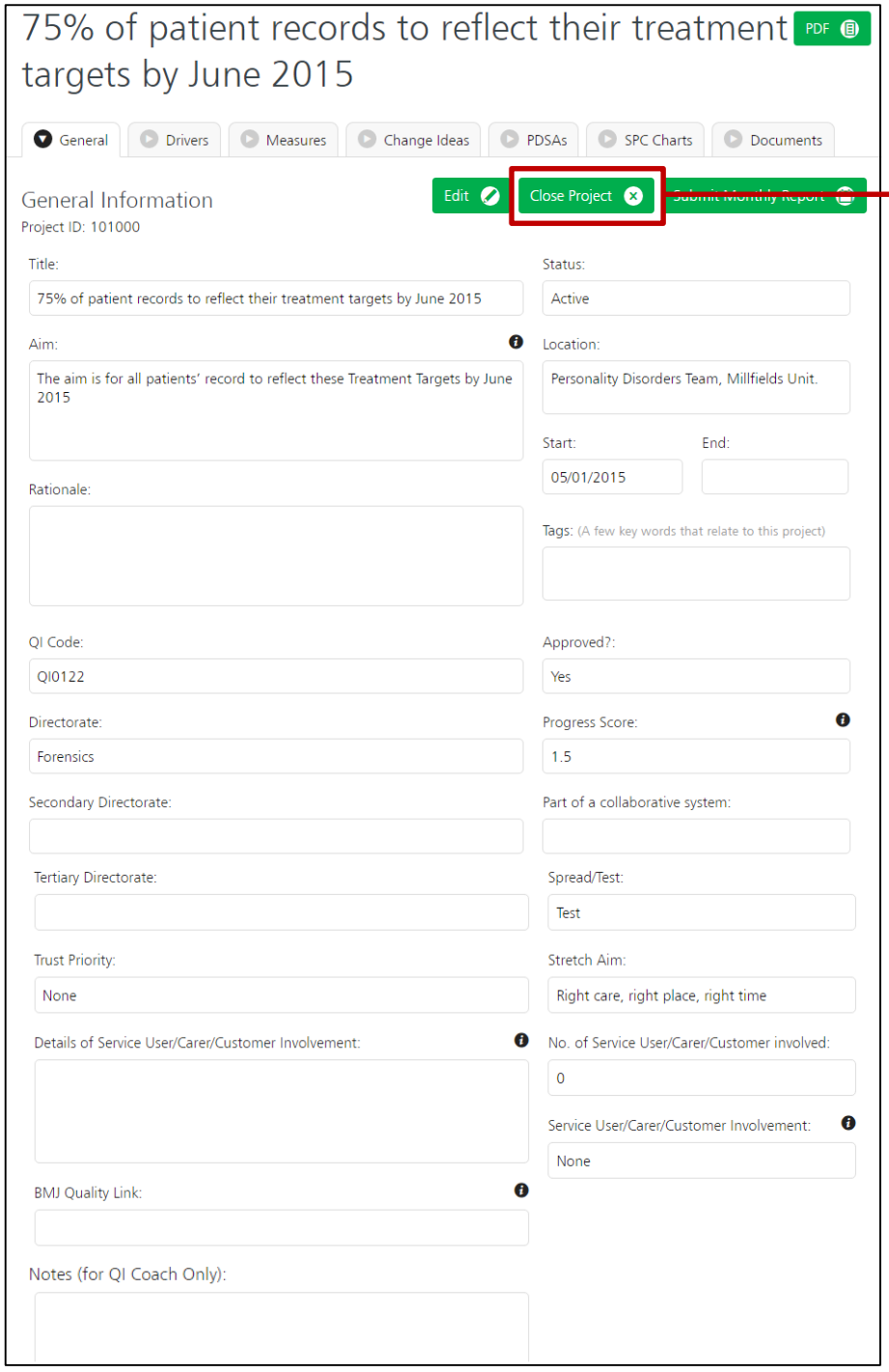
Any project you are down as a project lead will appear in this "My Projects" tab.



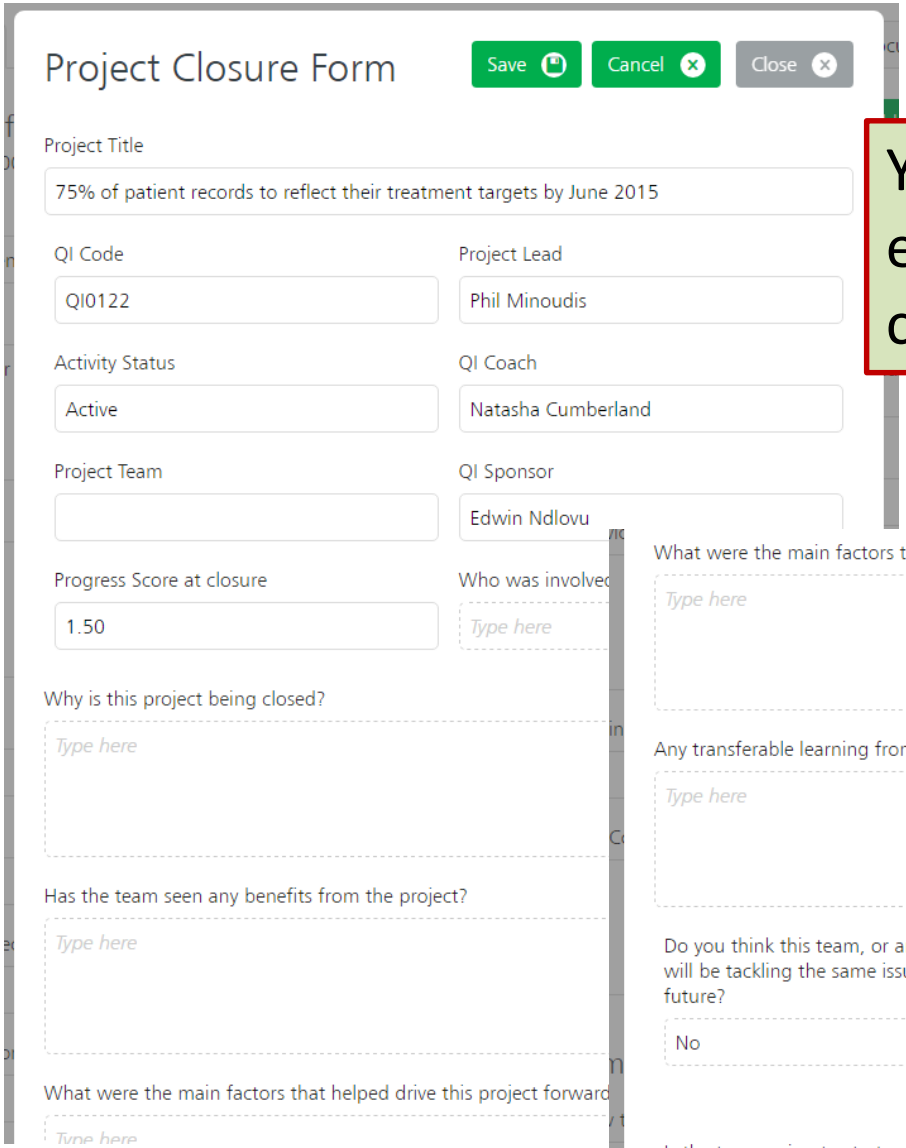
Click on the project tile to be presented with the "General Information" tab



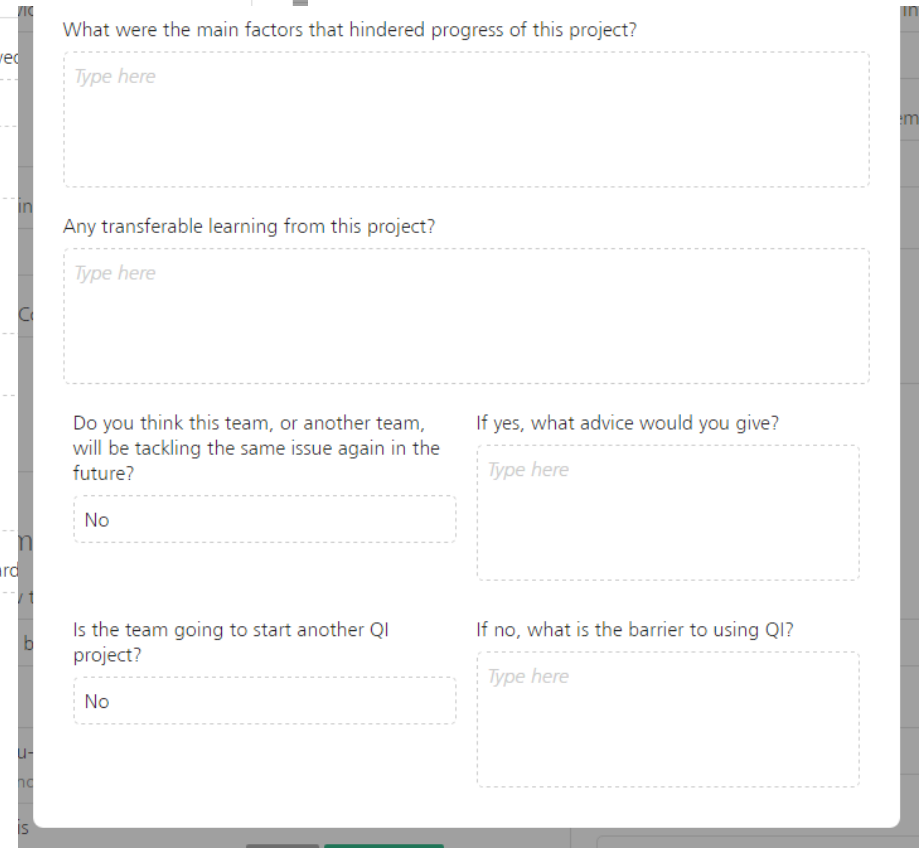
You will find a "Close Project" button on the top right of your screen.

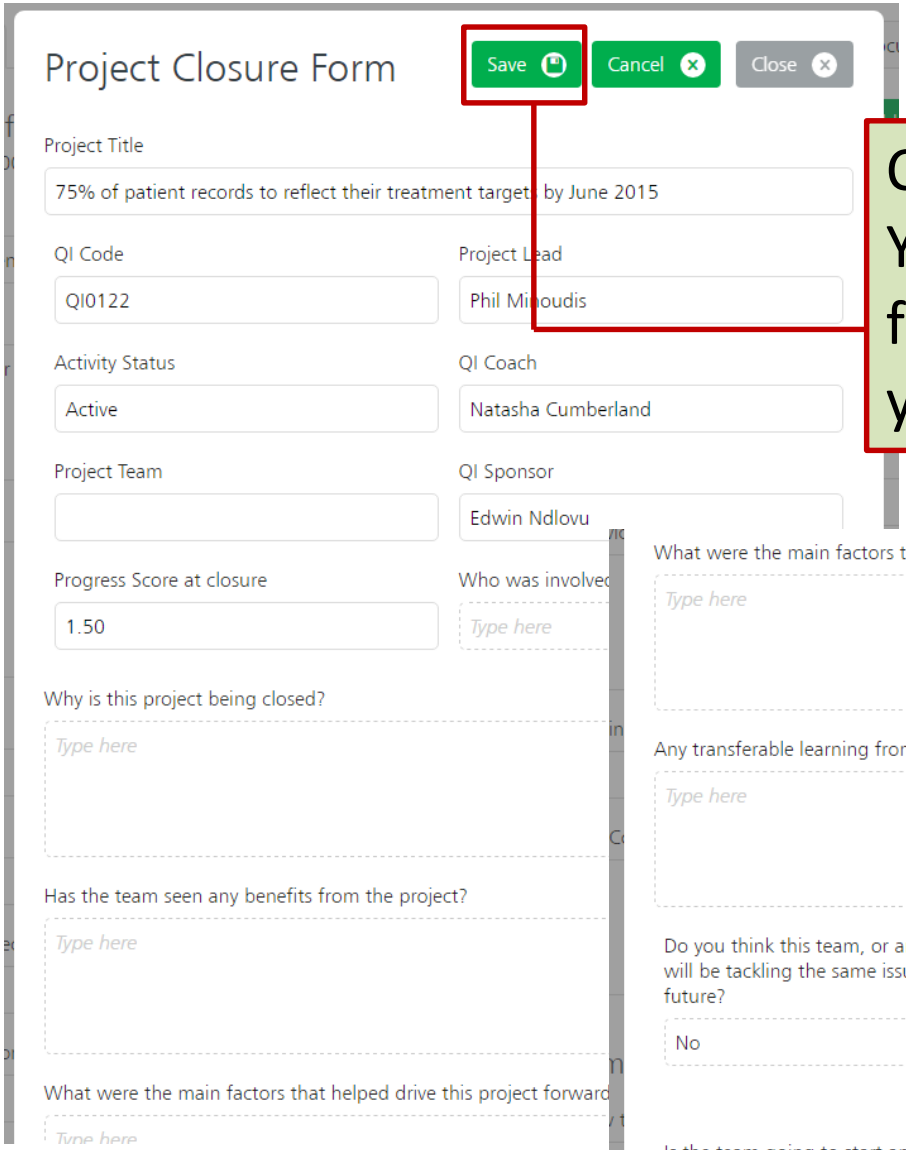


You can use this button to submit your project for either **closure** or **completion**.

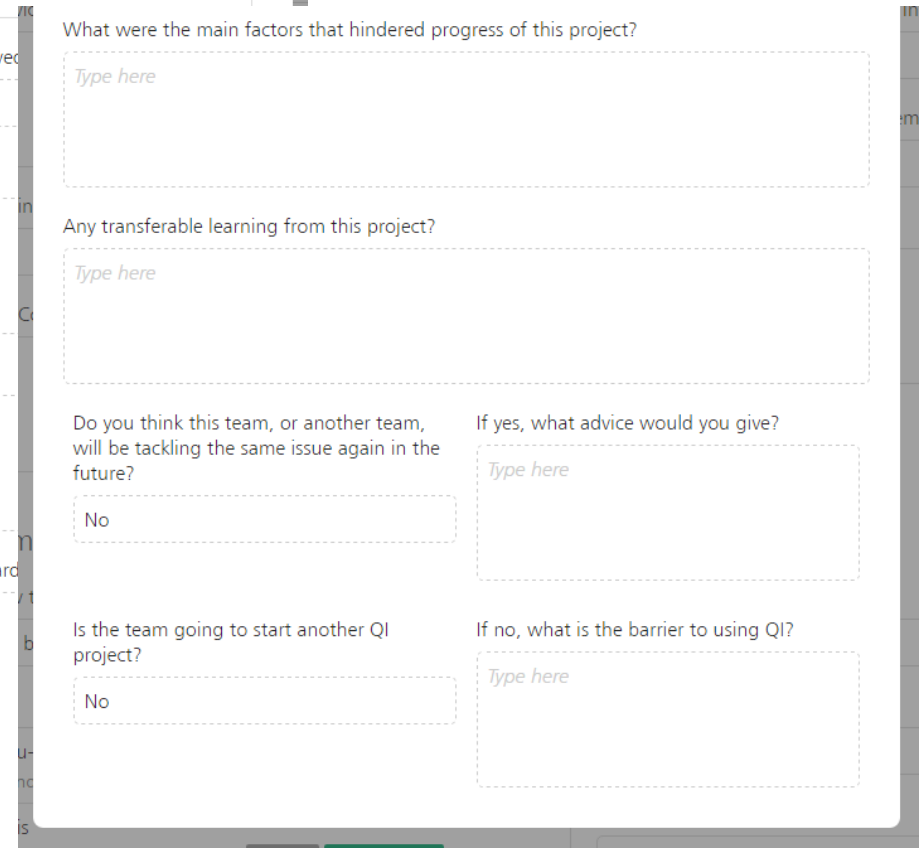


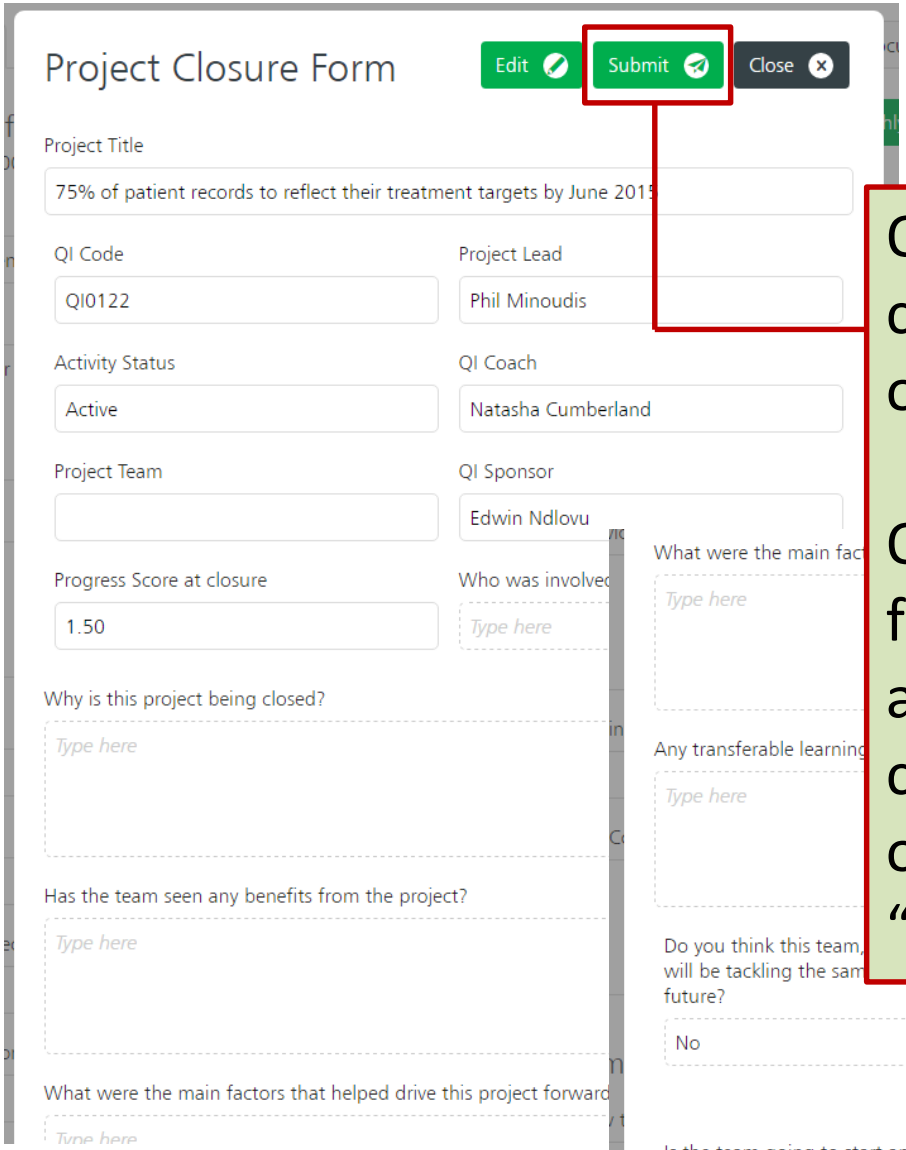
You will be presented with an electronic copy of the project closure form.

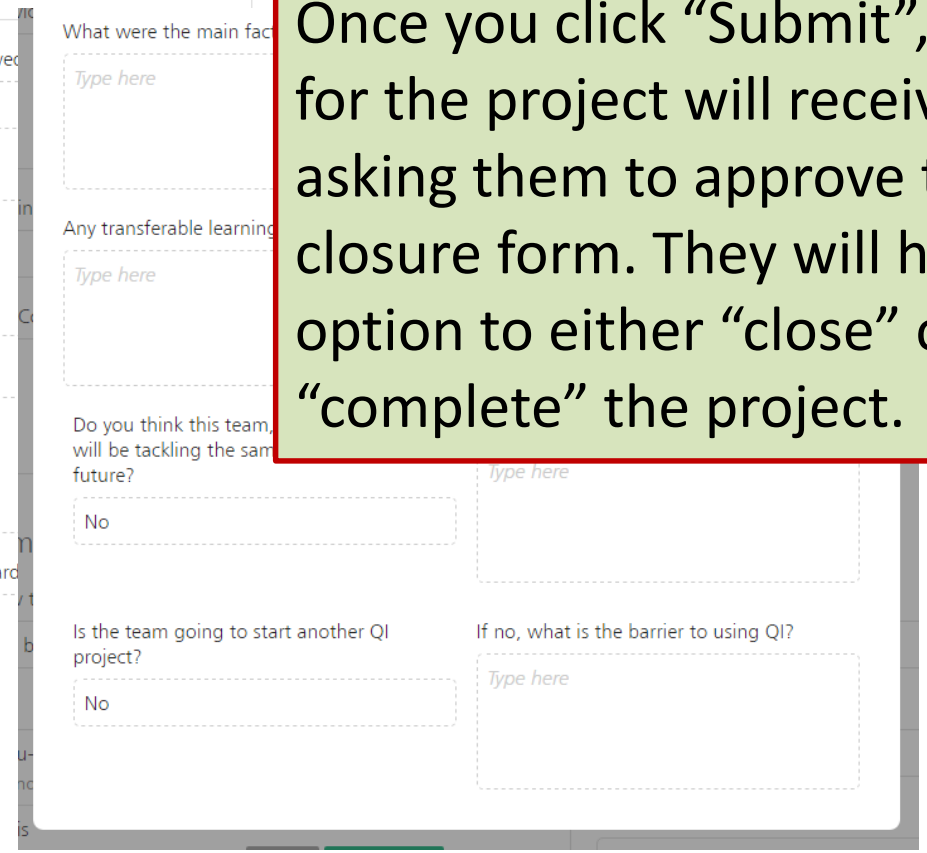




Complete the form and click “Save”. You don’t have the complete the form straight away. You can save your progress and come back to it.







Once you are happy with it and have clicked “Save”, you will be given the option to submit the form.

Once you click “Submit”, the QI lead for the project will receive an email asking them to approve the project closure form. They will have the option to either “close” or “complete” the project.

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

0207 655 4078

qi@elft.nhs.uk

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