*How to Measure the Impact of Change – Worksheet*



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## Define your measures

1. What are you trying to accomplish (or) what will the outcome look like once the problem is solved?

B. As your Change Team carries out PDSA cycles and test changes to solve the problem, what information will tell you whether or not a change was an improvement? (*Note: Your answer to this question will be the measures for your change project.)*

Write your Aim statement here:

## 2. Collect baseline data

A. What will be the starting point for collecting your baseline (pre-change) data?

B. What baseline data will you collect and where can it be obtained?

C. Who will collect the baseline data?

## Establish a clear measureable goal

What is your improvement goal?

**Goal Example:**

During the weeks of December 1-15, 2009 my average time to run a mile was 10 minutes (baseline data).

Poor goal statement: *I**want to improve the time it takes me to run a mile by 20%.*

Good goal statement: ***I want to reduce the average time it takes me to run a mile by 20%, from 10 minutes to***

1. ***minutes by February 20, 2010.***

## 4. Consistently collect data

A. Who will be responsible to collect the data on an on-going basis?

B. How will they collect the data?

C. Where will the data be stored?

## 5. Chart your progress

A. In what form and how often will we communicate our progress to:

1) Our Executive Sponsor? 2) Other people in the organization?

B. What would a graph look like to chart our progress for this change project?

*Draw a graph or chart for this project.*