

PQI Alum Group Project Criteria Checklist

Group Project Readiness Checklist

This checklist helps you assess whether your project is ready to move forward as a PQI Alum Group Project. Group projects are collaborative, physician-led QI initiatives with a defined aim, team, and sponsor support.

Project Readiness & Alignment

- Finalized Project Charter with completed Aim, Scope, and Problem Statement
- Identified clinical, operational, or system relevance
- Measurement plan includes Outcome, Process, and Balancing measures
- Project aligns with at least one BC Health Quality Matrix domain
- Project team has a clear idea of success and how to measure it
- Anticipated Value and ROI Estimate included
- MUSIQ Score calculated

Team & Sponsors

- Includes at least three Level 3 PQI Alum 1 lead plus 2
- Includes at least two physicians
- Identified and confirmed Project Lead
- Operational Sponsor and Executive Sponsor confirmed
- Stakeholder Engagement Plan complete and active
- Patient partner engaged, or rationale documented if not applicable

Implementation Feasibility

- Driver Diagram and Change Ideas developed
- Baseline data available or plan in place
- QI Ethics consult complete or scheduled
- Budget projection submitted
- Resource and training needs identified (if applicable)

Planning for Sustainability

- Plan in place to embed successful changes in routine practice or policy
- Communication and Change Management Plans developed
- Sponsors aware of how project will be monitored and supported
- Strategy in place to share results and lessons learned within organization or team
- Final signoffs prepared or complete for Steering Committee submission