Decision / To Do Check List for Sustain Plan : To be completed & reviewed by QI Project members

Done?	What	Comments/Definition
	The Process Improvement Defined	The new process established by the CIT project – so that it can be understood by someone who is new to the clinic/area. Includes process steps, how to do them – written down.
	Process Owner	The person within the team who is responsible for managing the new process – and will ensure all are trained in the process.
	Metric/measure, measure definition, goal	Often this will be the SMART goal measure related to this test of change: how you are measuring the success of the new process.
	Metric/measure frequency	How often will we need to check this measure to ensure our process is on track? (monthly, weekly, daily, quarterly)
	Metric Sharing for Monitoring	Once measure is taken, how will it be shared? Could be on a chart posted in work area, could be within a CIT meeting.
	Alert Flag	At what measure does the process need to be reviewed and possibly fixed by the team (trigger an action)?
	Sustain Monitor	This is the person responsible for the sustain process, who ensures data is monitored at frequency established, shares it, flags it as appropriate.

Sustain Plan

Project Title:	
Department or Clinic:	
Process Owner(s):	
Sustain Monitor(s):	
Process Attached?	☐ Yes ☐ No
Metric	
Metric Definition and method	
Measurement Frequency	
Goal	
How Metric Shared for Monitoring	
Reporting Frequency	
Alert Flags	
Action	