

Team discussion guide: Test-Spread-Sustain status of project's changes

The goal: Pause and review your efforts as a team. Preserve your learning. Decide what to do next, particularly when an active improvement project is wrapping up. Only spread and sustain changes that are ready.

How to use this worksheet

- Gather up all your notes from your efforts related to your improvement Aim**, including team meeting notes and PDSA forms. If you are doing a formal QI project, refer to your driver diagram and change package to make sure you don't forget any efforts where documentation was spotty.
- Below, list each change your team has worked on in your project.** "Worked on" means active experimentation to try on that change in daily work.
- For each change you list, note where you stand with it:** Testing, Spreading, Sustaining. You will likely have changes in two or all three columns. It's not normal for teams to have finished testing all the good ideas.
- Use your completed list of changes:** a) to reflect and celebrate, and b) to plan what happens next.

Our Change Ideas	<u>Testing</u> PDSA-land, learning best way	<u>Spreading</u> Training, support to do this every time	<u>Sustaining</u> Hardwire, don't slip to old way	<u>Notes and questions</u> What are next steps related to this change idea? Keep testing? Train more people? Use Signal Key's Spread and Sustainability guidance.

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