Initiate Phase Deliverables Checklist

Goal:
- Identify a good project that aligns to organizational goals
- Gain executive stakeholder support to use time and resources to complete the project
- Identify a project team to help you get the project done

Initiate Phase Check List:

<table>
<thead>
<tr>
<th>Identify a problem you intend to solve</th>
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<tbody>
<tr>
<td>Estimate the magnitude of the problem</td>
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<tr>
<td>Estimate the cost of poor quality associated with this problem</td>
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<tr>
<td>Create a SWOT analysis</td>
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<tr>
<td>Use a stakeholder analysis to identify the executive stakeholders, from whom you need support to do your project</td>
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<tr>
<td>Develop and deliver an executive stakeholder pitch to get approval for your project</td>
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<tr>
<td>Identify a project team/expertise you need to complete this project</td>
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<tr>
<td>Develop an elevator pitch and use it to get a guiding coalition together</td>
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<tr>
<td>Celebrate!</td>
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Initiate Phase-Workbook

1. In your CTP team, brainstorm a list of project ideas.
2. Identify which of your ideas best align to organizational goals.
   a. How do you think this problem will resonate with senior leaders? How does it align to the things that are most important to senior leadership?
   b. How do you think this problem will resonate with front line staff? Is this something they would want to help you fix?
3. Select 1-3 projects to explore further
4. For each problem you identified, answer the following questions:
   a. How big is this problem?
      i. Does it affect a lot of people or happen frequently?
      ii. If so, who is impacted and what is the typical impact?
      iii. When it happens, what is the severity of impact?
      iv. Is this problem easy to detect or does it suddenly happen without much or any forewarning?
5. Estimate the cost of poor quality.
   a. Does this problem cause harm to patients? In what way? Consider morbidity, mortality, poorer than expected outcomes, increased length of stay, prolonged recovery?
   b. Does this cause the cost of care to increase unnecessarily?
   c. Does this detract from the patient experience?
      i. Long waits? Not timely?
      ii. Not equitable?
      iii. Not patient centered?
6. Complete a “SWOT Analysis” for each problem. (template in packet)
7. Identify which problem has the most merit and likelihood of support.
8. Using the above information complete a “Stakeholder Analysis” to identify which senior leaders need to buy in on this project proposal.
   a. What are the selling points for this project?
   b. What do you anticipate will be the resistance to this project?
   c. How might you overcome this resistance?
9. Using the above information, identify who or what expertise you need to be a part of your project team.
   a. What are the selling points for the project?
   b. What resistance do you anticipate?
   c. How might you overcome this resistance?
10. Put together a PowerPoint presentation to sell your project idea and gain approval from your identified executive stakeholders.
11. Schedule the exec stakeholder meeting as soon as possible.