

Performance Improvement Worksheet

Date Initiated: _____

Department(s) Involved: _____

Problem/Opportunity and Rationale: _____

Objective in Completing Performance Improvement Plan: _____

Type of Measurement (process or outcome): _____

Type of Data to Be Collected: _____

Method of Data Collection: _____

Benchmark or Threshold (reference where benchmark was found): _____

Plan for Reporting Findings: _____

Date Discontinued: _____

Analysis of Data: _____

Plan for Improvement/Action Steps: _____

Date for Follow-up: _____