Mid Michigan Community College
Continuous Quality Improvement

Action Project Name

Date
Identification

• A recurring issue has been identified in a given area of the college
• Complete the improvement opportunity form
• A consensus is to move forward with issue as an opportunity to apply quality improvement
• An initial meeting needs to be scheduled
• The Journey Begins!
Project Declaration

• Complete the project declaration form
• This will help to define the focus of the issue
“A-Ha” Moments

• List the changes from original plan of action and why those changes were made
• Describe if there was an improvement or decline of progress with changes
Team Members

• Describe the team composition, changes made (people added/deleted), and guests (like Dr. Mike for additional help) brought in and for what reason
Phase transitions

• Did the group experience difficulties or undisturbed transitions?
• Describe those transitions
Quality Tools

- Talk about the tools that were used and whether they were helpful or not
Extra’s

• Include items such as: graphs, charts, appropriate cartoons, photos during the action project process (people like to see changes in addition to just reading about them)

• If we don’t laugh sometimes when we do difficult tasks “We just wont make it”
Triumphs

- Talk about those triumphs anticipated and realized
- Create a “physical” storyboard for the rest of college to share in the teams journey
Summarization

• Share briefly an overall summary of the project