

Improvement Plan checklist



Date plan written:	
Completed by:	
Date improvement/change implemented/completed?	
What is going to happen?	
Who is going to make it happen?	
Where will it happen?	
Which individuals or groups will be affected and in what ways?	
What will they notice?	
How will you know how successful the change has been?	
How are you going to record evidence of your success?	
When are you going to review the changes you have made?	
How are you going to do this?	
Who will be involved?	
What will happen next?	