1. Describe the problem
   What occurred (Problem, pathway, Timeline)

2. Focus the problem
   (one sentence)
   What specific problem are you trying to solve?

3. Baseline data
   (Metric)
   How do you know this is a problem?

4. Design Change Initiative
   How do you want to address this problem to prevent recurrence?

5. Right People
   Who & which areas are involved with or affected by this change initiative?

6. Start Small
   'One patient one area at a time'
   Where can you first trial a rapid change?

7. Perform and Record Change
   Who and how will it occur?

8. Outcome data
   (Metric)
   How will you measure the outcome of the change for evaluation?

9. Expected Outcome
   Adopt change? Process?

9. Unexpected Outcome
   Adapt or abandon change?

Outcome
Ask: Are you solving the right problem?

Design next change
Based on this outcome

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