**Project Road Map**

Milestone 1: Orientation to Program Structure, Problem Solving Guide, Title and Problem Statement

* Homework: Title and Problem Statement, finalize team member roles (if applicable). Meet with your coach and discuss how you will work together.
* Optional Video: [Life of a QI Project](https://www.youtube.com/watch?v=tcdTPq6U_t0&list=PLLLzu3xBKm68M55slQHtX1wdGtIwGTfi3&index=4&t=0s)

Milestone 2: Box 1: Define Target and Metric

* Homework: Finalize Target and obtain baseline Metric, start tracking data (if applicable).
* Optional Video: [Metrics](https://www.youtube.com/watch?v=1CvdzyTQn28&list=PLLLzu3xBKm68M55slQHtX1wdGtIwGTfi3&index=10&t=0s%20)

Milestone 3: Box 2: Process Map and Root Causes

* Homework: Generate simple map of current process and identify root causes (tip: go to the source of where the problem is occurring, observe and talk with people, tally frequency)
* Optional Video: [Current State](https://www.youtube.com/watch?v=QFgCREYyPKs&list=PLLLzu3xBKm68M55slQHtX1wdGtIwGTfi3&index=6&t=0s)
* Case Study: Thinking Through Problems Effectively

Milestone 4: Box 3: Developing Interventions from Most Frequent Root Causes

* Homework: List 1-3 interventions and start testing (tip: start small!)
* Optional Video: [Developing Knowledge Through Testing](https://www.youtube.com/watch?v=Lm5DZoedySM&list=PLLLzu3xBKm68M55slQHtX1wdGtIwGTfi3&index=13&t=0s)

Milestone 5: Box 3 Developing Lasting Interventions

* Homework: Continue testing interventions, monitor for improvement, adjust interventions (as needed)
* Optional Video: [Sustain Plans](https://www.youtube.com/watch?v=YG9xzQEIEsw&list=PLLLzu3xBKm68M55slQHtX1wdGtIwGTfi3&index=26&t=0s)
* Week 6 Case Study: Creating High Reliability Solutions and Processes

Milestone 6: Box 4: Sustain Your Results

* Homework: Identify which interventions are worth sustaining, determine what needs to happen/who needs to help sustain
* Optional Video: [Closing An Improvement Project](https://www.youtube.com/watch?v=y-jesTyd7mM&list=PLLLzu3xBKm68M55slQHtX1wdGtIwGTfi3&index=30&t=0s)

Milestone 7: Box 4: Benefit Calculation

* Homework: Calculate benefit of your project interventions. Meet with your coach to finalize your project.
* **Email completed Problem Solving Guide, Closing Questions and Supplemental Materials to your Coach to close out your project**

Milestone 8: Celebrate! ☺