



ENABLING QUALITY IMPROVEMENT IN PRACTICE

# Tower Hamlets Our Latest Newsletter (23/11/2020)



## Newsletter: Life QI project guide for EQUIP practices



Life QI plays a huge part in organising and documenting quality improvement projects within EQUIP practices. In order to support coaches in the management of their projects on Life QI, the EQUIP core team have created two documents (attached):

- Creating a Project Guide

*This document provides a step-by-step guide on how to create a project and appropriately assign it to an organisational priority and a tag (a theme related to each organisation priority).*

- Project Status Guide

*A flow diagram and step by step guide on how to decide and then update the project status of your project.*

Not only will this ensure that coaches are using a standardised process to manage and track their projects but will also benefit the analysis of all EQUIP projects. This standardised approach will aid in project comparison across the cohorts and systems, drawing insights from projects according to tags/priorities and to provide

an accurate depiction of project progress. As a result, this will be a huge asset for knowledge sharing amongst our practices and coaches.

With EQUIP welcoming a new cohort of coaches, these documents will serve as a useful introduction to the Life QI platform for project creation and tracking.

**We would like to prompt all practices and coaches to update their current project status and organisational/priorities and tags using the documents by December 1<sup>st</sup> 2020!** Just so we can have an accurate snapshot of what work is happening, where, and what has stopped.



Sindbad (your trusted data analyst) and the EQUIP team

[Download "Creating a Project \(Guide\)" Document](#)

[Download "Project Status \(Guide\)" Document](#)