

PERFORMANCE IMPROVEMENT PROJECT (PIP) GUIDE



START DATE	REVIEW DATE(S)	COMPLETE DATE	PIP SQUAD MEMBERS	
PROJECT LEADER:			1.	
			2.	
			3.	
KEY AREA FOR IMPROVEMENT:			4.	
			5.	
			6.	
			7.	
GOAL: Specific Measureable Attainable Realistic Time-Bound				
WHAT IS THE ROOT CAUSE(S) FOR THE PROBLEM? Ask “Why is this happening?” five times. If you removed this root cause, would the event have been prevented?				
BARRIERS:				
BRAINSTORM POSSIBLE SOLUTIONS and START YOUR PLAN-DO-STUDY-ACT (PDSA) CYCLE – See page 2				

PERFORMANCE IMPROVEMENT PROJECT (PIP) GUIDE



BRAINSTORM:

PLAN	DO			STUDY AND ACT	
LIST THE TASKS TO BE DONE	RESPONSIBLE MEMBER	START DATE	ACTUAL COMPLETION DATE	COMMENTS (RESULTS/LESSONS LEARNED)	ADOPT/ADAPT/ABANDON (CHOOSE ONE)

STUDY AND ACT					
BENCHMARKS/METRICS How will we measure progress?	BASELINE DATE	FIRST MEASUREMENT DATE	SECOND MEASUREMENT DATE	FINAL MEASUREMENT DATE	COMMENTS

This material was prepared by Health Services Advisory Group, the Medicare Quality Improvement Organization for Arizona, California, Florida, Ohio, and the U.S. Virgin Island, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services, from material originally prepared by SDFMC, under contract with CMS. The contents presented do not necessarily reflect CMS policy. Publication No. QN-11SOW-C.2-02102016-01