



Building an Improvement Team

Building the right team is a critical element of any successful improvement project. Use the following worksheet to identify key stakeholders and their role in the improvement project.

Identify Key Stakeholders	
<input type="checkbox"/> Direct manager <input type="checkbox"/> Nursing <input type="checkbox"/> Physicians <input type="checkbox"/> Other departments (RT, OT/PT, lab, nutrition, EVS, etc.) <input type="checkbox"/> Executive leadership	<input type="checkbox"/> IT <input type="checkbox"/> Finance <input type="checkbox"/> Patients/Families <input type="checkbox"/> Other nursing units or subspecialties <input type="checkbox"/> Quality Department
Stakeholder Roles and Responsibilities	
<input type="checkbox"/> Workgroup members – Will be involved in day-to-day work <input type="checkbox"/> People with needed expertise or knowledge – Can be brought in for consultation <input type="checkbox"/> People whose permission is needed to succeed – People with veto power over project <input type="checkbox"/> People to inform of progress – People you want to keep in the loop	
Workgroup members (names and roles):	
People with necessary expertise (names and roles):	
People whose permission is needed (names and roles):	
People to inform (names and roles):	