**Aim:** (overall goal you wish to achieve)

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| **We aim to improve: (name the process for the project)** |
| **Where?** **(clinical location in which process is embedded)** |
| **The process begins with:**  |
| **The process ends with:**  |
| **By working on this process now, we expect: (List benefits)**  |
| **It is important to work on this now because:**  |
| **The project will be complete by: (It’s important to have an end date)** |