



## Conditions for Successful Projects (CSPs)

# Continuous Improvement

A clearly defined plan to capture, analyze, and act on quality data related to implementation and outcome attainment promotes continuous improvement.

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### Understand

Each condition is described in detail to demonstrate how it is connected to project success. You will learn why the condition is important, how to assess your status within the condition, how to document your current condition, and how to use this information to develop a project plan.

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### Reflect

Once you understand the value of each condition, we invite you to reflect on how your project fares on the rating scale. During this reflection, consider what evidence supports your rating and if you are where you want to be. If not, what would it take to move across the continuum? We offer a self-assessment worksheet for each condition. Additionally, if you are having trouble determining your current state, we have a resource library to help you.

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### Act

Once you identify your current state and determine what to change, you are ready to add your next steps to your project plan. In the future, the CSPs can serve as a checkpoint to help you maximize your project's likelihood of success. Review your CSP work regularly to determine if you have improved your condition ratings and see if those changes have helped move your project forward. Write down your action steps in the table.

### Before You Begin...

- » List all interested parties/groups. Include both direct and indirect for the entire education delivery chain impacted by the project and involved in achieving desired outcomes
- » Research evidence-based practices that might apply to your project's goals
- » Scan for relevant policies/legislation that may influence project implementation

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## Understand

### Charting Your Course: Navigating from Present Position to Future Destination

How do you plan to monitor project implementation and ensure progress toward your goals? A continuous improvement plan provides checkpoints for assessing progress and making necessary adjustments. To do this effectively, high-quality, reliable implementation and outcome data should be routinely available for the team to review, analyze, and act upon. This involves two key components: data access and data review.



#### Data Access

- » If the needed data isn't currently available or the connection between available data and project outcomes is unclear, there's an opportunity to find better information and establish more explicit connections.
- » Is the required data collected but not accessible? If so, how can access be regularly facilitated for project team collaborators?
- » If the data hasn't been collected yet, is there a different source that can provide needed information? Or can a data collection procedure be established as part of the project plan?



#### Data Review

- » While accessing data is crucial, it's equally essential for team members to know how to review it. They should be able to identify successes and determine action steps to support the project's goals.
- » Have relevant parties been adequately trained for data review?
- » Are there regular meetings to discuss project progress and review the data?
- » What are the expectations when data review identifies new challenges or implementation issues?

### Building Your Case: Gathering Evidence for Your Current Position

Document your continuous improvement process with as much detail as possible.

Once you've gathered and assessed the evidence, use the following scale to identify your current position. Remember that this rating is a benchmark, not a fixed position. If you find yourself at the Emerging stage, don't worry. You now have a clearer understanding of the steps needed to progress toward the advanced stage.

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## Reflect

### Guiding Questions for Reflection

- » Are there measures in place to track project implementation? If not, can meaningful measures be developed and used?
- » Is there a plan to define, assess, and continuously improve data quality around implementation and outcome data?
- » Are systems and staff available to operationalize continuous improvement, or can quality data collection and cycles of continuous improvement be included in the project plan?

### State of the Project

Rate the current state of the project:

Emerging	Developing	Advancing	Mastery
No data or the ability to include data collection regarding implementation and/or outcomes exists	There is some data available around implementation and/or outcomes, but the quality is uncertain, and the connection between the two is not clear	There is data available around implementation and outcomes, and a plan to improve the quality and regular reporting and analysis exists	There is high-quality, reliable implementation and outcome data routinely available for project team collaborators to review, analyze, and act upon for continuous improvement

Reflection/Evidence:



#### Potential Evidence Sources

Completed CSP rubric, outputs from consensus-building workshops, continuous improvement team in place, continuous improvement plan/cycle documented



#### Supporting Tools/Resources:

- » [DMAIC: The 5 Phases of Lean Six Sigma](#)

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## Act

### Guiding Questions for Action Planning

What other conversations can you have to move along the continuum?

- » What are the immediate needs to improve data quality and availability?
- » How do you plan to address data gaps?
- » What steps can you take to establish regular reporting and analysis if it does not currently occur?
- » What training exists to teach collaborators to effectively review, analyze, and act upon data for continuous improvement?

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Action Plan:

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