**A guide for effective action planning**

[BACKGROUND MUSIC THROUGHOUT VIDEO]

**Slide 1**

Welcome to this short video on quality improvement planning, with a focus on effective action planning to bring about improvement.

**Slide 2**

Impactful quality improvement planning is: a systematic cyclic process involving teams at all levels in self-evaluating, action planning and reviewing progress.

**Slide 3**

Effective quality improvement planning is: a dynamic, integrated process comprising three principal phases, namely; self-evaluation using the ISEF, action planning with measureable outcomes, and finally, evaluation of the impact of the actions taken.

**Slide 4**

The action planning stage comprises three main tasks, namely; prioritising the areas for improvement (AFIs), establishing baseline data for each AFI, and setting timely actions for each AFI, with measureable targets and outcomes.

**Slide 5**

Let us now unpack each of these three main tasks.

**Slide 6**

Firstly, based on the findings flowing from the team’s self-evaluation select the most important AFIs to address over the next 12 to 18 months.

Secondly, select and collate the most appropriate data in order to establish a baseline and to measure improvement over the lifetime of the action plan.

Finally, construct doable, well-defined, specific actions that will address each AFI including a range of timely targets that enable progress reviews and evaluations.

**Slide 7**

This approach to action planning will ensure that the next stage in the quality improvement cycle is well-informed and will lead to a meaningful evaluation of the overall improvement plan.

**Slide 8**

Further information on effective action planning is available on the ETI website.