

COSMETIC STORE MANAGEMENT

SALESFORCE NAAN MUDHALVAN PROJECT REPORT

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in partial fulfilment for the award of the

degree of

BACHELOR OF ENGINEERING

COMPUTER SCIENCE AND ENGINEERING

**MAHENDRA ENGINEERING
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Ten Step Quality Improvement Project Documentation Template

Topic/project: Date:

1) Research

Background (why is this important?):

Potential implementation resources, best practices, or bundles:

Performance improvement pre-established metrics (e.g. MBQIP measures or NQF measures):

Physician involvement/review:

2) Set a broad goal and draft a timeline

Broad goal (e.g. Improve EDTC performance):

Tentative timeline:

First project meeting date:

Estimated number of meetings required:

Frequency of meetings:

Implementation goal date:

3) Build the team/ad hoc group

Draft rough flow chart of the process to determine who all is involved in process being improved.

Core team or group members (role and department):

Consulting team or group members (role and department):

Patient/family involvement method:

4) Design the strategy

Method(s) used to design strategy:

___Flow chart process to identify necessary changes to achieve broad goal

___Review potential implementation strategies gathered during Step 1 (Research) and

___Brain storm implementation ideas with team or ad hoc group

___Team members gather implementation suggestions from co-workers involved in process

Change strategies (See Performance Improvement Action Plan Template):

___New policy (s):

___Policy changes:

___Standing orders:

__EHR changes:

__Checklist(s):

__Equipment needs:

__Communication/transition tools:

__Patient education:

__Staff education:

__Other:

__Other:

5) Select specific measures and define goals (if not already defined)

Process measure(s):

1) Goal:

2) Goal:

3) Goal: