

Aim Statement Worksheet

The (name of your team/group) _____

intends to accomplish (This is a general overarching statement describing what you intend to accomplish during the time you work on this process. It might also include the initial change areas to be tested i.e. eliminating waste, cross training.)

by (time frame, i.e., month/year in which you intend to accomplish improvement) _____

for (what group are you doing this for – who is the customer) _____

because (the rationale and reasons to work on this improvement project)

Our goals include: (These are the numeric goals you hope to achieve i.e. 75 % reduction in errors or 50% decrease in turnaround time. They can also be structure goals such as 85% staff trained in QI tools.)

Our measures: (The specific measures that show if your goals are met. i.e. rate of errors per week using sampling method or weekly average turn- around time etc.)