



CQI Implementation Action Plan Template

Phase 1: Awareness & Preparation

| Purpose | Clarify the agency's goals and purpose for implementing CQI. |
|---------------------------|--------------------------------------------------------------|
| Key Actions | |
| Responsible Parties | |
| Projected Completion Date | |
| Tools/Resources | |
| Deliverables | |
| Outcome | |

Phase 2: Commitment

| Purpose | Establish a baseline understanding of current practices and outcomes. |
|---------------------------|-----------------------------------------------------------------------|
| Key Actions | |
| Responsible Parties | |
| Projected Completion Date | |
| Tools/Resources | |

| | |
|--------------|--|
| Deliverables | |
| Outcome | |

Phase 3: Exploration

| | |
|---------------------------|-------------------------------------------------------------------|
| Purpose | Create a collaborative plan to address priority CQI goals. |
| Key Actions | |
| Responsible Parties | |
| Tools/Resources | |
| Projected Completion Date | |
| Deliverables | |
| Outcomes | |

Phase 4: Growth and Achievement

| | |
|---------------------------|--------------------------------------------------------------------------|
| Purpose | Put the plan into action and support teams to build CQI capacity. |
| Key Actions | |
| Responsible Parties | |
| Tools/Resources | |
| Projected Completion Date | |

| | |
|--------------|--|
| Deliverables | |
| Outcomes | |

Phase 5: Reflection

| | |
|---------------------------|---------------------------------------------------------|
| Purpose | Measure change and impact of CQI implementation. |
| Key Actions | |
| Responsible Parties | |
| Projected Completion Date | |
| Tools/Resources | |
| Deliverables | |
| Outcomes | |

Phase 6: Continuation

| | |
|---------------------------|------------------------------------------------------|
| Purpose | Celebrate progress and sustain CQI practices. |
| Key Actions | |
| Responsible Parties | |
| Tools/Resources | |
| Projected Completion Date | |

| | |
|--------------|--|
| Deliverables | |
| Outcomes | |

