

## Instructions for Completing the A3

- **For full functionality, this file is best opened and completed in Adobe Reader.**
- **Complete all required fields.** You may copy/paste text outlining your project details from other documentation you may have for your QI project.
- **Uploads (including current/future state diagrams and run charts) will appear as attachments.** You can confirm your files have uploaded correctly by clicking on the paperclip icon on the toolbar on the left side of your screen.
- Once complete, please save using the following **file naming convention: Project title\_A3\_YEARMONTH.pdf** (example: Sepsis\_A3\_202001.pdf)
- **Email the file** to Laura Kleckner, MOC IV Specialist (kleckner@ohsu.edu)

**Problem:**

**Background (why we are working on this):**

**Current state drawing:**

**Outcome metric (from X to Y by when):**

**Problem Analysis (Root Causes):**

**Future state visual/drawing:**

**Tests of Change (include at least 2 Tests of Change):**

**Process metric target (from X to Y by when):**

**Sustainment:**

Run Chart  
Display one outcome metric:

Run Chart  
Display one process metric: