# Improvement Lab: Plan Template *with Prompts*

**The prompts below help to check your plan to ensure it is complete, logical, and important.**

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| *What **problem** are you addressing? Which **root cause(s)** are you targeting?* |

- *Is your problem specific? Have you included available data to quantify it? Make sure it is a problem, not a solution (e.g., we don't do enough counseling).*
- *Are you addressing a root cause identified in your fishbone or empathy interviews?*
- *Does your root cause feel important? Meaning, if you could move the needle on it, would you make a big impact on the problem?*

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| *Describe the **change idea** you plan to try to address the problem.* |

- *Does your change idea directly impact your root cause?*
- *Is your change idea within your locus of control?*
- *Is the change idea something you can test in less than six weeks?*

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| *What do you **predict** will happen? Why do you think this will work? What are the **driver(s)** you are leveraging? (Your driver is the "what" - the essential component that will lead to improved outcomes: positive relationships, reliable transportation, etc.)* |

- *If you implement this change, what will happen? Explain your theory of how this change will impact the outcome.*
- *Do you predict the change idea will work better in some cases, or for some people, than others?*

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| *What **barriers** do you anticipate? What will make this change challenging?* |

- *Are there any ways to mitigate barriers that are within your locus of control?*

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| *What **practical measures** will you collect to know if your change idea is successful?* |

- *What data will you collect to know whether the change idea was implemented as planned?*
- *How will you measure the driver (e.g., students feel safer)?*
- *How will you measure whether you have made progress on your initial problem (e.g., change in chronic absenteeism)?*

What **steps** do you need to take?

| Step(s) | Timing | Person responsible |
|---|---|---|
| Have you included:<br>- *Sharing the plan for feedback with key stakeholders and participants as a first step*<br>- *Who will implement the change idea, when, and how*<br>- *Who will collect the data, when, and how*<br>- *Steps to mitigate the barriers above, if possible*<br>- *A time and space for regular reflection* | | |
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