NHS Greater Glasgow & Clyde
[Enter Directorate name here]

[Enter title of project here]

[Enter date of report here]

Commissioned by: [Enter Name, Title and Dept]

Produced by: [Enter Name, Title and Dept]

[Enter document control here]

CONTENTS PAGE

(only required if report extends beyond eight pages)

EXECUTIVE SUMMARY

(Only required if your report is very lengthy. A brief paragraph(s) at the start of the report which encapsulates the main thrust of the report that follows - much the same as abstracts for articles you see published in clinical journals. This should be no longer than 10% of the total length of the report at the absolute maximum. Preferable to keep summary to one page)

SECTION 1.   PROJECT BACKGROUND

SECTION 2.   IMPROVEMENT AIMS

Insert improvement aims, target compliance or level of improvement and by when date

(For guidance purposes only, please delete.)

SECTION 3.   METHODOLOGY

(For guidance purposes only, please delete.)

Actual project timescales / timelines
Measurement plan – detail measures
Sampling strategy
Data collection plan – detail people responsible, frequency of data collection, duration and source
Include Improvement team
Include project constraints

SECTION 4.   RESULTS AND DISCUSSION

Run charts, measures and tests of change *(For guidance purposes only, please delete.)*

SECTION 5.   CONCLUSION AGAINST IMPROVEMENT AIMS

Summarise findings compared to improvement aims *(For guidance purposes only, please delete.)*

SECTION 6.   NEXT STEPS

SECTION 7.   ACKNOWLEDGEMENTS

Acknowledge everyone who participated in the project. *(For guidance purposes only, please delete.)*

SECTION 8.   REFERENCES

Use Harvard referencing system. *(For guidance purposes only, please delete.)*

SECTION 9.   APPENDICES

Insert the data collection tool used as an appendix. *(For guidance purposes only, please delete.)*