**LifeQI GUIDE -**

**Project Status**

The purpose of this document is to provide a step-by-step guide for closing and activating projects in LifeQI. The document has been divided into two sections:

1. **Deciding the status of your project** – This section uses a flow diagram to help you determine which status is appropriate for your project, which you can the record on LifeQI.
2. **Recording the project status** – This section is a step-by-step guide for how to update your project status on LifeQI.

****

****

**Deciding the status of your project**

Cancelled

Completed

Active

Can the reason for cancellation be found on LifeQI (e.g. sufficient data, reason for **cancellation** statement in the “discuss” section)?

Can the evidence of completion be found on LifeQI (e.g. sufficient data, diagrams, change ideas, **completion** statement on the project timeline)?

Mark project as **Active** in LifeQI (if not already marked)

Yes

No

No

Yes

Mark project as **Cancelled** in LifeQI

Mark project as **Complete** in LifeQI

Provide reason for cancellation of projection

Provide evidence of project completion

**Status Definitions:**

Completed

* Project must have an IHI progress score of 3.0 or more. A score lower than 3.0 cannot warrant completion.
* Project must have achieved its aim and/or shown sustained improvement
* Information and data clearly demonstrates an improvement

Cancelled

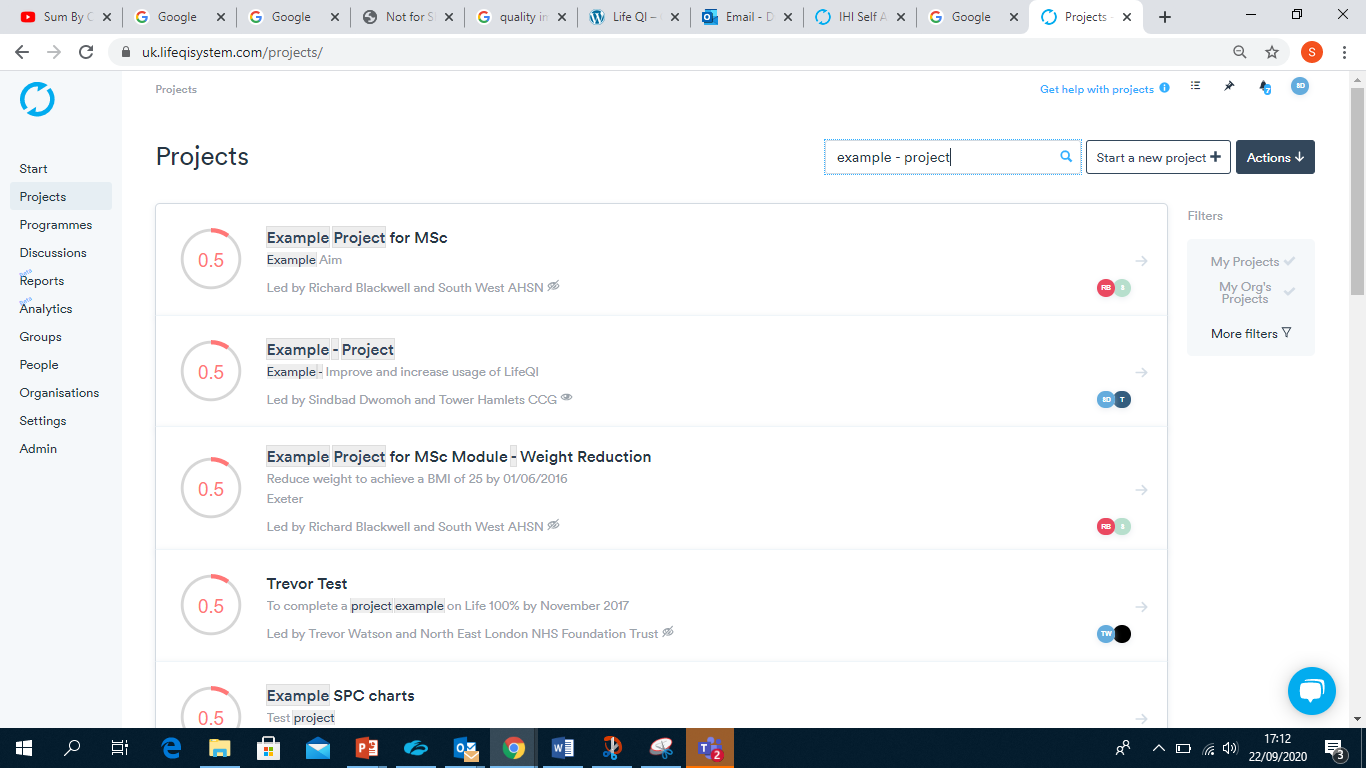
* A closed a project that does not qualify as “completed”
  + This applies to both a permanent or temporary closure (e.g. due to long term absences)

Active

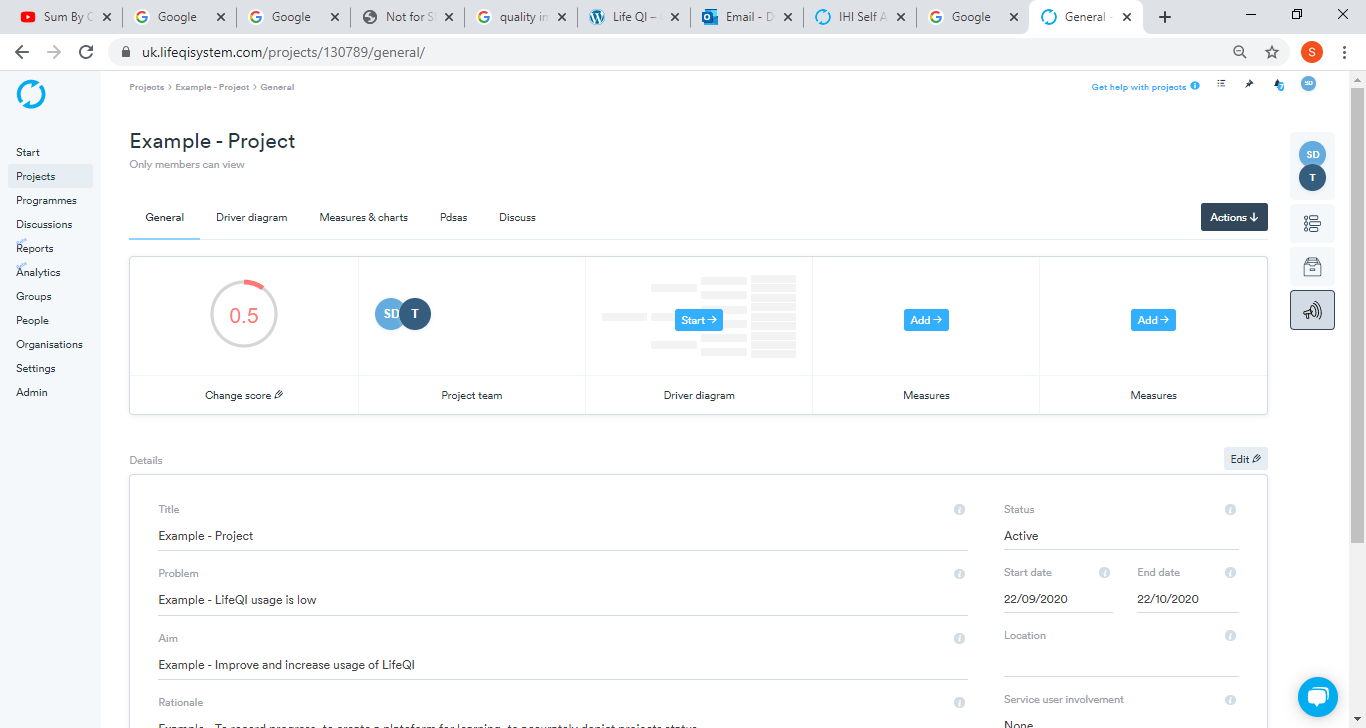
* A project that is still open and on going

Note: A project that was marked as “cancelled” due to a temporary closure should be marked as “active” once the project is ready to re-commence. The reason and date of project reactivation should be recorded on the project timeline section (see step 5 in **Recording the project status on LifeQI** section).

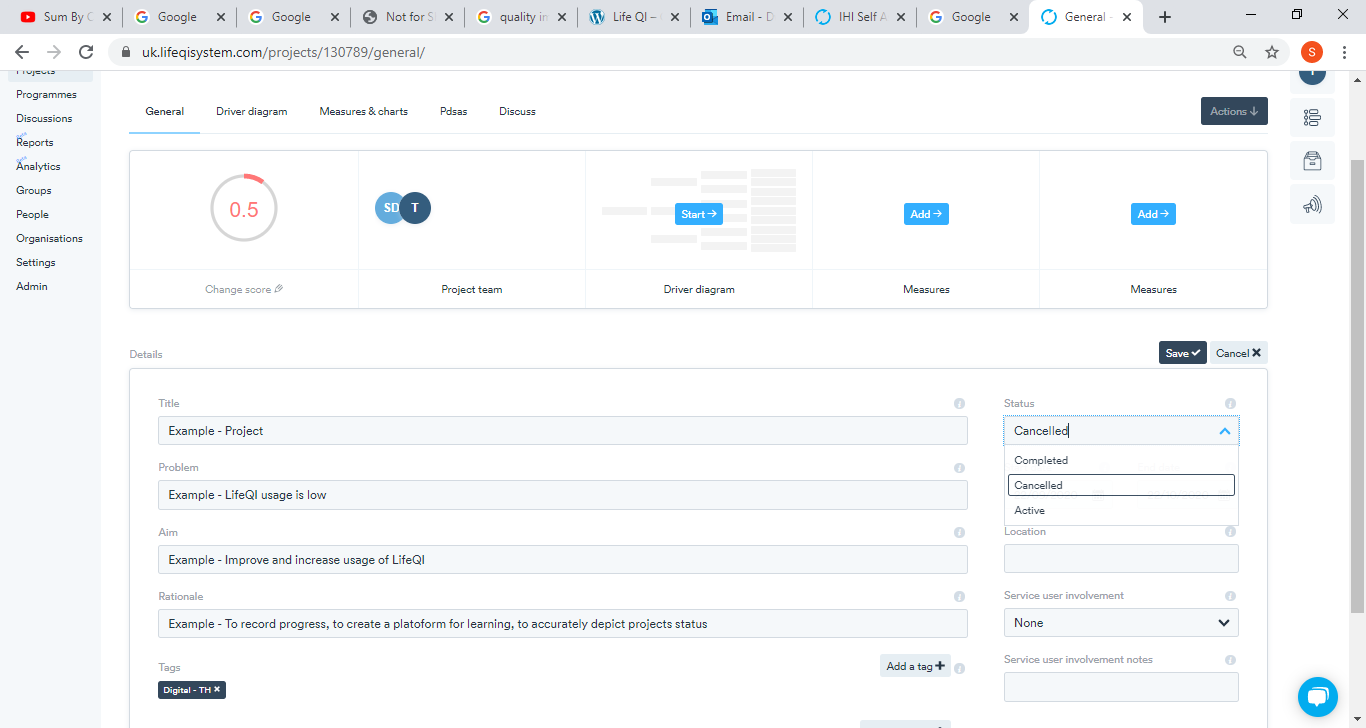
**Recording the project status on LifeQI**

1. Login to your account on <https://www.lifeqisystem.com>.
2. Enter the **Project** area (via the menu on the left), search the name of your project (via the search bar at the top of the webpage) and click on your project.

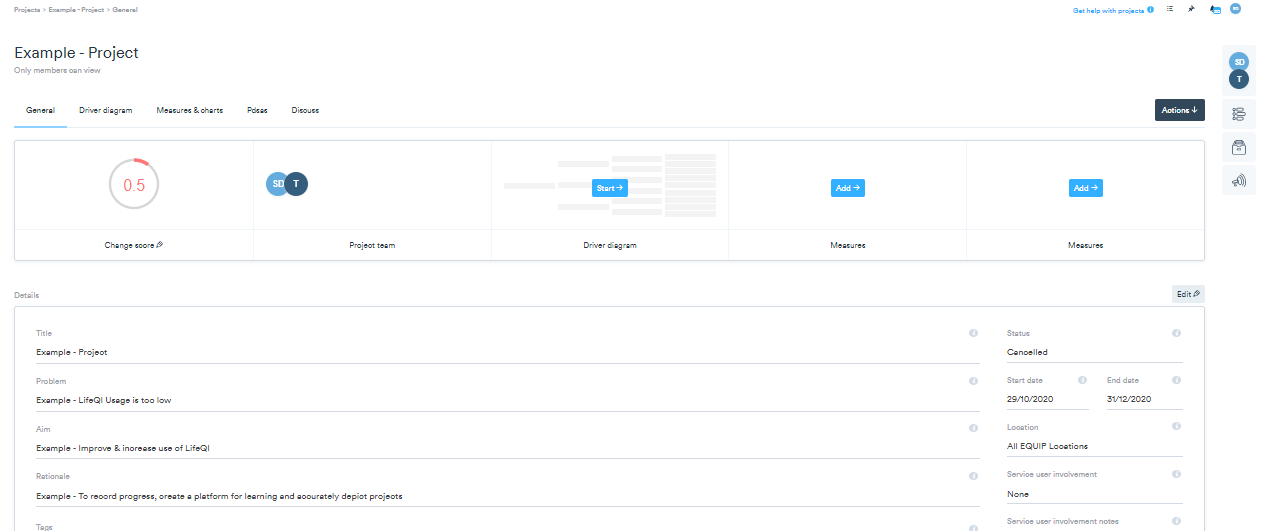
1. Once you are viewing your project, select **Edit**. The “Details” area below will now be succepitble to any edits you wish to make.



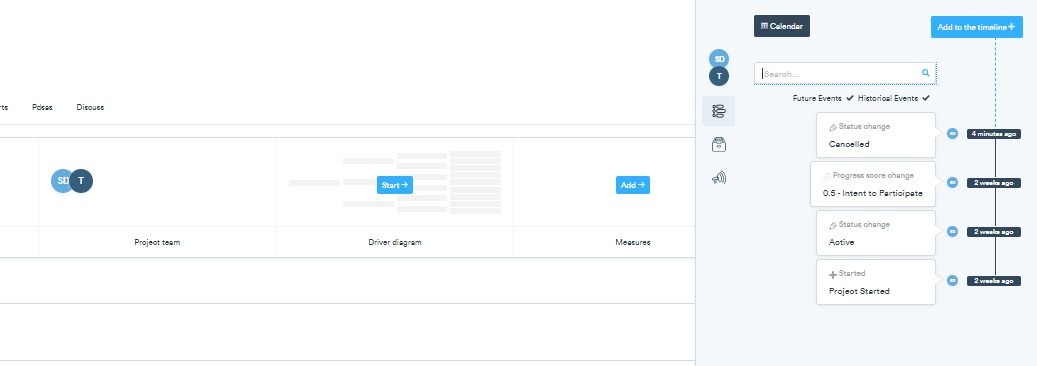
1. Select the drop down menu for “Status**”** and click the project status required. For the example, we have chosen **Cancelled**. To ensure this change is recorded, click **Save**.



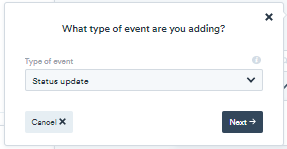
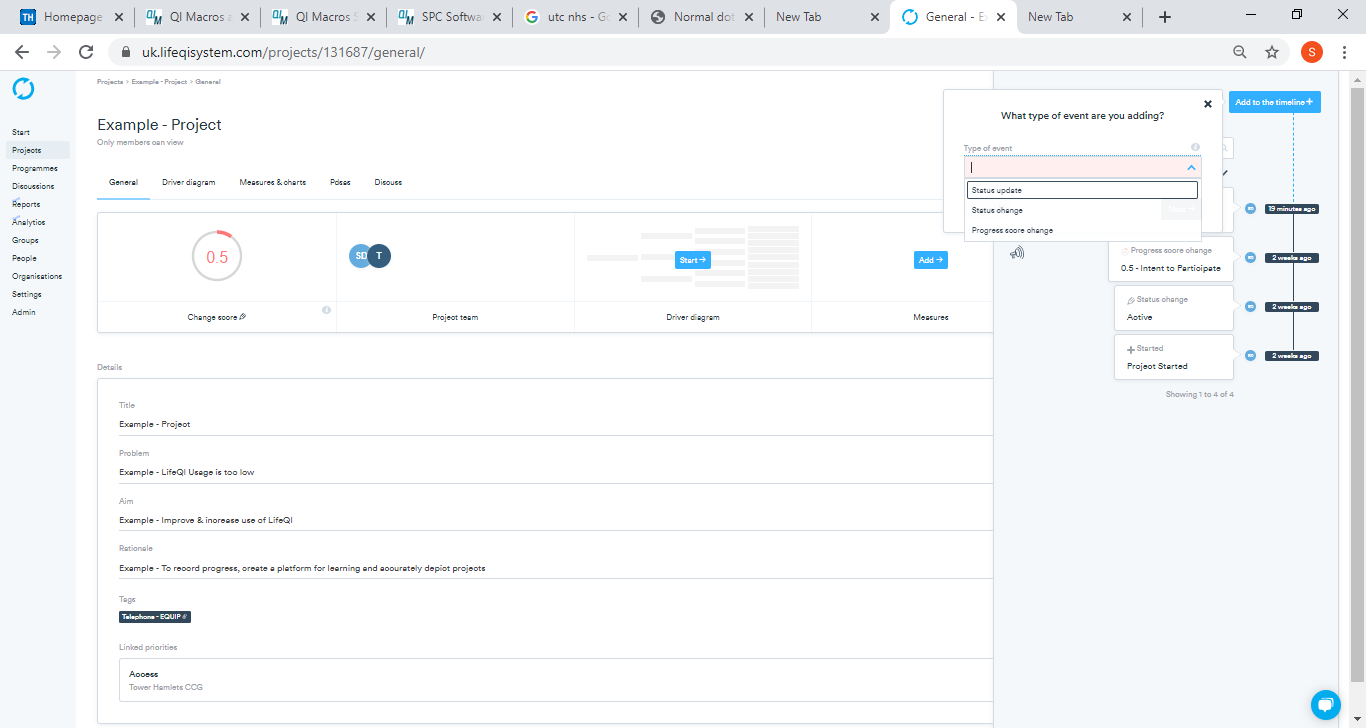
1. In order to state our reason(s) for changing the project status (e.g. a completion statement, reason for cancelleation or (re-)activation of project), state this in the project timeline.

Select the **Timeline** icon.

1. You will notice that the status change has been logged.
   1. Click “**Add to the timeline”**

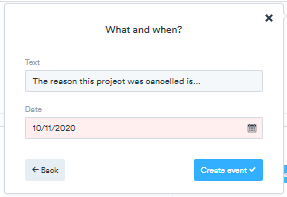


* 1. Select the type of event as “status update” and then select **Next**.

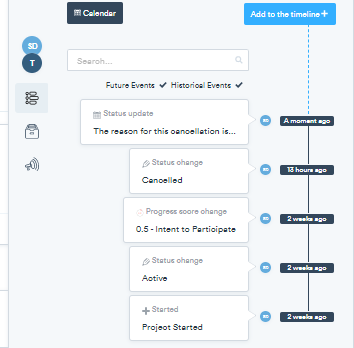


* 1. Type in the reason for you status update and the date the project update will take effect. In this example we have given our cancellation reason.

Select **Create event**



Your timeline will now be updated.



**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Date** | **Version** |
| Sindbad Dwomoh | s.dwomoh@nhs.net | 17/11/2020 | 1.0 |
|  |  |  |  |