

QH-TRIP Plan on a Page Guide

Project Title	Project Lead	Date	
Project Overview <i>Consider the problem, evidence-practice gap, proposed change/innovation.</i>	Project Objectives <i>What does the project aim to achieve?</i>	Project Schedule <i>List key milestones and anticipated dates of achievement.</i>	
Project Scope <i>Define the boundaries of the project – in scope vs. out of scope.</i>	Measures of Success <i>Identify the anticipated benefits of the project (outcomes) and measures of success.</i>		
Key Stakeholders <i>Identify the individuals/groups who will influence and impact your projects.</i>	Risk Mitigation <i>Consider potential risks and mitigation strategies.</i>		
Resources <i>Identify resources required to implement your project.</i>			

QH-TRIP Plan on a Page Template

TRIP Project Title:				Project Lead:		Date:	
Project Overview		Project Objectives			Project Schedule		
					Key Milestones		Date
Project Scope		Measures of Success					
In Scope	Out of Scope	Outcome	Measure				
Key Stakeholders		Risk Mitigation					
		Risk	Mitigation Strategy				
Resources							