

# Project Brief Template (Example)

This template example has been developed to guide your practice in undertaking quality improvement (QI) activities in relation to the implementation of the WAPHA SHAPE, Healthy Weight Initiative.

PROJECT BACKGROUND	
Project title	<p><b>Example:</b></p> <p>Implementation of Healthy Weight Initiative (SHAPE).</p>
Project aim	<p><b>Example:</b></p> <p>To increase the capability of General Practice X to provide evidence-based, person-centred support for patients seeking to improve their health and wellbeing, and working towards a healthier weight as required.</p>
Project background	<p><b>Brief outline of the project, consider including the problem or practice gap.</b></p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• To deliver a QI activity in general practice to understand barriers and enablers of health behaviour and weight management.</li> <li>• To use evidence-based tools and resources to support general practice in the collection, recording and management of patient weight and non-weight related clinical outcome indicators.</li> <li>• To work with other key stakeholders to identify crossover and potential collaboration and co-design support tools and resources for health behaviour and weight management.</li> </ul>
Project benefits	<p><b>Example:</b></p> <p>This project will result in the following outcomes:</p> <ul style="list-style-type: none"> <li>• Increased number of patients offered support with health behaviours and weight management, as required.</li> <li>• Recognise the efforts and challenges associated with implementing changed model of care.</li> <li>• Identify existing gaps in service delivery.</li> <li>• Identify existing service providers and champions.</li> <li>• Identify uncoordinated care where providers and services are working in isolation from each other rather than as a team.</li> </ul>
Project objectives	<p><b>Use SMART objectives: Specific, Measurable, Achievable, Relevant, Timely.</b></p> <p><b>Example:</b></p> <p>The overarching project objectives are as follows:</p> <ul style="list-style-type: none"> <li>• Review existing data using clinical software by (insert date) to obtain base-line data of existing number of patients receiving support for health behaviours and weight management.</li> </ul>

	<ul style="list-style-type: none"> <li>To increase the number of patients who have engaged in a conversation with their general practitioner on health behaviors and/or weight management, as required.</li> </ul>
<b>PROJECT SCOPE</b>	
<b>Organisation context</b>	<p><b>Why is the project important for the organisation? This may mirror the overall aim of the project.</b></p> <p><b>Example:</b></p> <p>To improve provision of health behaviour and weight management support for people with higher weight in a way that is free from weight bias and stigma, resulting in better patient outcomes, health indicators and patient/health practitioner relationship.</p>
<b>Project will include</b>	<p><b>Example:</b></p> <p>Patients with a BMI greater than 30, or prescribed Phentermine in the previous 12 months.</p>
<b>Project will not include</b>	<p><b>Example:</b></p> <p>People aged &lt;18 years.</p>
<b>Project deliverables</b>	<p><b>What you will deliver at the end of the project. E.g. education program, policy, risk assessment, management pathway or improved awareness.</b></p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>Improved awareness of clinical staff to record weight, height and BMI, when appropriate and consented by patient.</li> <li>Increased staff knowledge in supporting people with higher weight, through records of training completed.</li> <li>Improved clinical care pathways for the management of patients with higher weight and those seeking to improve health behaviours.</li> </ul>
<b>Success criteria</b>	<p><b>The success criteria must be specific and measurable. E.g. audit data, education session attendance or policy update.</b></p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>Review data at 3 month, 6 months and 12 months to see if the number of patients who have received health behaviour and weight management support/advice has increased.</li> <li>Increased recording of weight, height, BMI, physical activity status, HbA1c, lipid profile, etc.</li> <li>Individual patient appointments have been arranged with dietitian, physiotherapist, exercise physiologist, psychologist, as indicated.</li> </ul>
<b>Resources</b>	<p><b>What are the resources required to undertake the project?</b></p> <p><b>Example:</b></p> <p>General practitioners, practice nurses and/or allied health professionals reviewing the resources and information on the WAPHA SHAPE website, and completing the six "Conversations About Weight" one-hour modules.</p>
<b>Linkages</b>	<p><b>Are there opportunities for this project to gain leverage from or provide support to other safety and quality projects already underway?</b></p>

	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• WAPHA SHAPE website and Diabetes WA "Conversations About Weight" online weight management training.</li> <li>• WA Healthy Weight Action Plan 2019-2024.</li> <li>• RACGP Obesity Prevention and Management Position Statement February 2019.</li> </ul>
<b>RISK PLAN</b>	
<b>Assumptions</b>	<p><b>Project assumptions include circumstances and events that need to occur for project success but are outside the total control of the project team.</b></p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Solutions which are evidence-based and work.</li> <li>• Patient motivation can be maintained.</li> <li>• Weight management support can be delivered in a sensitive, non-stigmatising, person-centred manner.</li> <li>• Cost and time are barriers addressed for both patients and practices.</li> </ul>
<b>Constraints</b>	<p><b>Project constraints are aspects about the project that cannot be changed and are limiting in nature. What are the actions required to mitigate the risk based on assumptions?</b></p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Time constraints by practice staff.</li> <li>• MBS billing issues, obesity is not listed as a chronic disease.</li> <li>• Competencies in individualised evidence-based counselling.</li> <li>• Limitations in PIP QI improvement measures, with weight focused indicators posing risk of further contributing to weight stigma in general practice, and may not be suitable for all patients.</li> </ul>
<b>IMPLEMENTATION ACTION PLAN</b>	
<b>Work breakdown</b>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Arrange a practice meeting for team to discuss project.</li> <li>• Conduct searches on CAT 4/clinical software to identify patient cohort.</li> <li>• Identify project lead.</li> <li>• Identify barriers and develop a risk strategy to address.</li> <li>• Upskill practice staff.</li> <li>• Posters in the waiting room inviting self-referral.</li> <li>• Identify and order required evidence-based resources or publications.</li> <li>• Consider inviting external stakeholders: dietitian, clinical psychologist, physiotherapy, exercise physiologist and mental health nurse.</li> <li>• Hold fortnightly team meetings.</li> <li>• Document outcomes and process.</li> <li>• Consider the use of telehealth for specialist appointments.</li> </ul>
<b>Timeframe/milestones</b>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• 3 months.</li> <li>• 6 months.</li> <li>• 12 months.</li> <li>• 18 months.</li> <li>• 24 months.</li> </ul>

PROJECT TEAM ROLES	
Executive sponsor	<p><b>Example:</b></p> <p>General practitioner (insert name).</p>
Clinical lead	<p><b>Example:</b></p> <p>Practice nurse (insert name).</p>
Project team members	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• General practitioners (insert names).</li> <li>• Practice nurses (insert names).</li> <li>• Dietitian (insert name).</li> <li>• Clinical psychologist (insert name).</li> <li>• Exercise physiologist (insert name).</li> <li>• Physiotherapist (insert name).</li> <li>• Administration support (insert name).</li> </ul>
REVIEW PROCESS	
Process and timeframe	