# Worksheet 6: QI Project Nomination Form

**Instructions:** *Use the following form to describe the rationale for and nominate a QI project.*

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| *Describe the performance gap you want to improve:* | |
| What program or organizational goals and objectives are associated with this performance gap? | What specific process and outcome metrics are used to track performance of these goals and objectives? |
| What are the specific processes associated with this performance issue (e.g. new staff onboarding, restaurant inspection process, client follow-ups)? | Who are the direct internal or external customers of this process? (e.g. program staff, restaurant owners, community partners) |
| *Does performance data exist to support the need for this project?*   * *Yes* * *No* | Describe the evidence to support the need to work on this issue. Use performance data when possible. |
| *If no, can it be feasibly collected?* |
| Describe the change you hope to see as a result of this project: | |