

Project Planner

Use this tool to guide you on your LiveWell journey

Getting Started		
Suggestions	Ideas	By what date?
Plan your project team Plan for boards to display your work How are you going to communicate with the team?		
Teamwork		
Suggestions	Ideas	By what date?
Implement Huddles Create a What's Happening Board Start Safety Rounds and Reporting Post Who Am I notes Do Empathy Exercises Use Compliment Cards		
Measure and Improve		
Suggestions	Ideas	By what date?
Create a Quality Board Choose topics to measure Use the measurement tools in the chapter Create Idea Charts to come up with new ideas Discuss, vote on, and implement improvement ideas		

Well Residents		
Suggestions	Ideas	By What Date?
<p>Start Safety Rounds and Reporting</p> <p>Start communicating using SBAR</p> <p>Communicate and document using Change of Condition Report</p> <p>Communicate and document using electronic Resident Condition Roster and Daily Report</p> <p>Use Medication Safety Cards and Reports</p> <p>Use Medication Experience Chart</p>		
Well Organized Home		
Suggestions	Ideas	By What Date?
<p>Identify waste using a Waste Walk</p> <p>Use 5S to reduce waste in identified areas</p> <p>Use Spaghetti Diagrams to find waste in an activity or action</p> <p>Use sticky notes to map out waste in processes</p> <p>Use photos and videos to look at places and processes with a different perspective</p> <p>Document changes with photos, videos, and written stories</p>		
What to do when you're stuck		
<p>Ask a friend for help and ideas.</p> <p>Ask a supervisor for help.</p> <p>Ask someone in another community for advice.</p> <p>If the task was too big, ask for help to break it down. Do one thing today.</p> <p>Consider whether your idea was the right one. Is there a different idea that would be better?</p>		