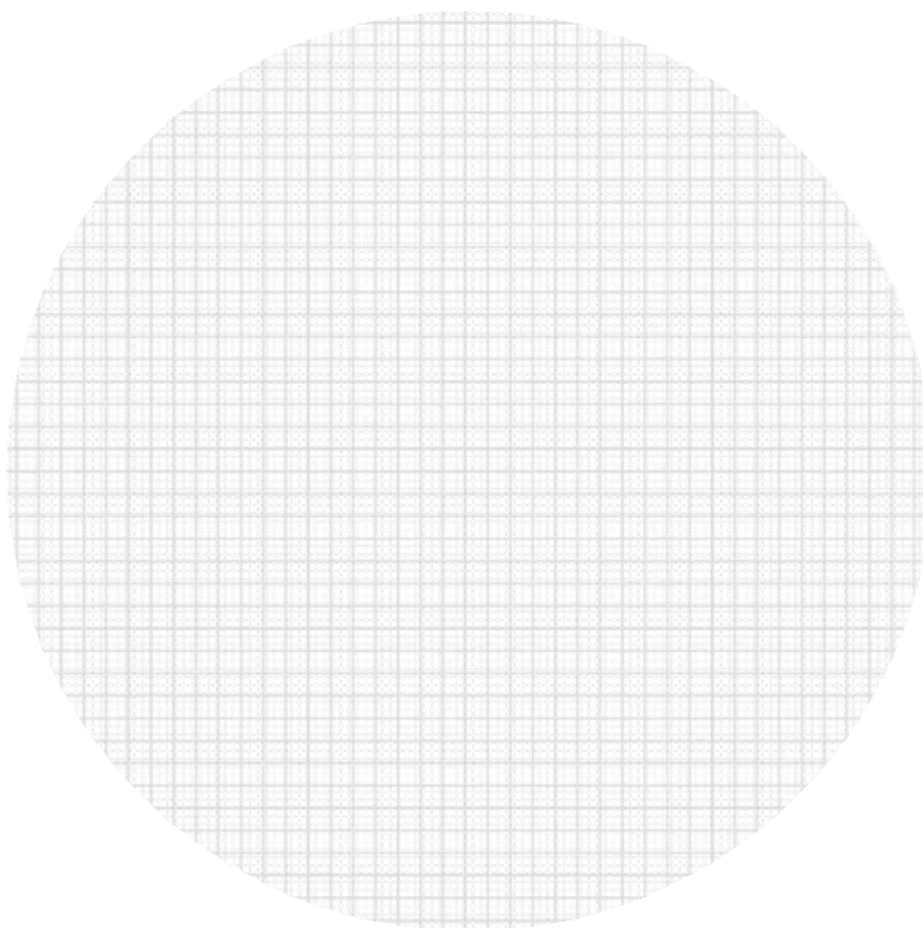




Sustainability Planning Worksheet



Sustainability Planning Worksheet

This worksheet offers five areas (which conveniently spell MOCHA) for your team to consider when planning for the long-term sustainability of your improvement effort. Use the questions below to help you plan for success.

Areas for Consideration	Notes
Measurement <ul style="list-style-type: none"> What will we continue to measure? What will we stop measuring? What will we do if we see a negative signal (i.e., special cause variation)? 	
Ownership <ul style="list-style-type: none"> Who will own the new standard work? <ul style="list-style-type: none"> Is he or she engaged and onboard with the improvement? 	
Communication and Training <ul style="list-style-type: none"> How will we communicate about the change and who will be the messengers? How will we support individuals in the new “right way”? What type of training will we use? 	
Hardwiring the Change <ul style="list-style-type: none"> How will we make it hard to do the wrong thing and easy to do the right thing? <ul style="list-style-type: none"> Can we reduce reliance on human memory? How will we standardize? <ul style="list-style-type: none"> Do we need new documentation and resources? 	
Assessment of Workload <ul style="list-style-type: none"> Are our changes increasing the overall workload to the system? <ul style="list-style-type: none"> If so, how can we decrease the workload? If not, how will we communicate about what is changing and not changing? 	