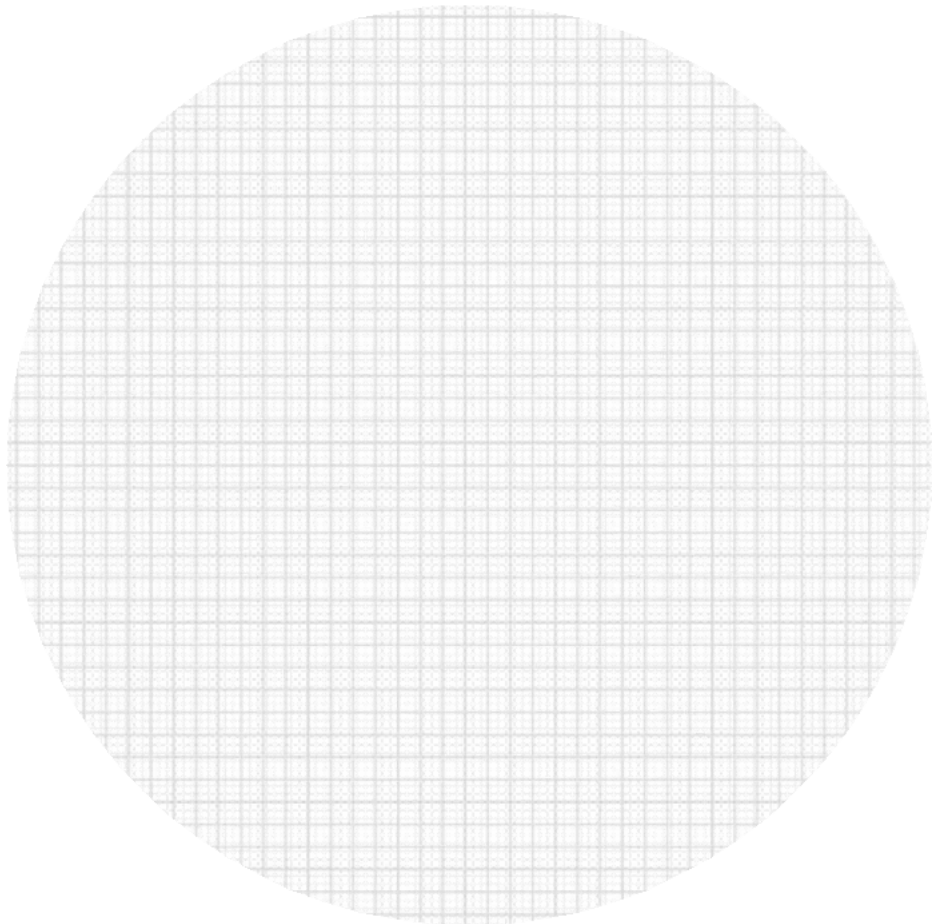




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# Sustainability Planning Worksheet



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