**OHI Team Planning Session**

The purpose of the team planning session is to begin conversations and thinking about the process for implementation of the OHI at the team’s facility. A sample work plan is provided to assist the team in their discussion.

1. What will be the easiest component(s) to implement in our facility? Why?
2. What will be the most difficult component(s) to implement in our facility? Why?
3. What do we need to assist us in overcoming the challenges identified in question two?
4. What time frame do we foresee for the elements in the toolkit? How will we accomplish sustainability in approximately 18 months?
5. Who are key partners (by name and role) that we need to engage in this initiative? What do we need from these partners?

Name Role Identified Needs/Notes

1. What are the opportunities and challenges to implementing any quality improvement initiative in our environment? What do we need to help ensure success?
2. What are our priorities for implementation?
3. What will be our first step after collection of baseline data?
4. What questions do we have for the FPQC team?
5. What other items/concerns do we want to discuss as a team with the entire department?
6. When will we have our first team meeting, and what will our schedule of regular meetings be? Who will do the agenda, lead the meeting, take notes, and distribute notes?

Meeting Date Responsible Person Role