

Effective QIPP Delivery Checklist Basildon and Brentwood CCG

What is QIPP?

QIPP stands for "Quality, Innovation, Prevention and Productivity".

You will know when you have delivered QIPP because.....

- ① The outcome of the project or scheme will have transformed a service or pathway **resulting in demonstrable improvement** in a measurable way
- ② Clinicians will be following a different process, which is clear and well documented and measurable
- ③ Patients will benefit by an improved outcome

QIPP is **NOT** Decommissioning, Disinvestments, Cost Improvements, Contract Management - These are good business management processes.

	New to consider <input checked="" type="checkbox"/> Tick Relevant column	Plan to implement	Commenced	First 3 months	Embedded
Planning					
1. There is a regular forum for innovation/ ideas generation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
2. A wide range of clinicians are proactive in identifying and participating in QIPP development & delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
3. New QIPP Schemes are implemented throughout the year?	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
4. Schemes are developed through a business case template, with full project scope and clear success metrics ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
5. Schemes are based on clear evidence,use comparisons/ robust data sources to validate success metrics and reference Lessons Learnt Logs where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
6. A robust process has been defined and is in operation for signing off individual QIPP schemes, both internally and externally to the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
7. Project schedules are to include start, lead-in time, mobilisation time, project closure and the date benefits are to commence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
8. Every Scheme has an active lead delivery manager, quality assurance, financial sign off and clear commencement & end delivery dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
9. There is scheme alignment across stakeholders, local providers are involved in the development and sign off of schemes and the whole system impact is documented and understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
10. Information requirements to measure scheme success are clear and proactively requested?	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>
11. For each scheme there is a whole system impact assessment process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
Governance					
12. There is an effective PMO in operation, with qualified staff, sufficient capacity and appropriate management information tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
13. There is an active decision making structure within the organisation to approve QIPP schemes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
14. A robust escalation process is in place to address schemes that are off plan/ trajectory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
15. QIPP delivery is part of a "Whole System" routine arrangement, not just within the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
16. Clinical Leads and delivery managers are held to account to deliver QIPP schemes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
17. There is a clear decision making structure to cease schemes that are no longer appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
18. Well documented and approved procedures for QIPP are in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
19. The PMO has authority to hold delivery managers to account and appointed board level executive ownership?	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery					
20. Delivery managers are trained in project management?	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. The organisation has a culture that embraces programme management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
22. For every project there are clear milestones, timelines and granular actions with delivery managers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
23. Scheme project teams are established with properly constituted project groups, with action logs and risk and issue logs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
24. Project teams meet regularly and have fully participating project members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
25. The PMO meets regularly with project leads to assure the Board of delivery and identify cross scheme dependencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
26. Schemes are rated clearly and consistently to stratify the highest risk schemes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓

27. Appropriate capacity is in place to deliver the schemes as signed off in the business case?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Early warning data is accessible and routinely reviewed to gauge delivery and triangulate with anticipated impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Providers are actively participating in the delivery of the scheme?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monitoring

	New to consider	Plan to implement	Commenced	First 3 months	Established
<input checked="" type="checkbox"/> Tick Relevant column					
30. Project teams provide regular progress reports back to the PMO in line with the project milestones & timescales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. The Governing body reviews QIPP delivery progress monthly and is actively involved in escalation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Clear, consistent paperwork is used to document and monitor progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Key Performance Indicators are concise and are the measure for assessing QIPP success?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Clinicians are actively involved in reviewing and evaluating the progress and achievements to validate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
35. QIPP achievements are triangulated back across the system to validate success?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. QIPP schemes are monitored against the risk rated values, net of reinvestment and not against the scheme ambition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Post Project Review

37. All projects are subject to a project implementation review after 6 months of delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Is there a clear demarcation of project close and transfer to 'Business as usual'?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Projects are routinely assessed, either gaining approval to progress or agreement to activate the project exit strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40. A lessons learnt log is maintained on all projects that are closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
** Is there an effective change control established or in place?					<input checked="" type="checkbox"/>