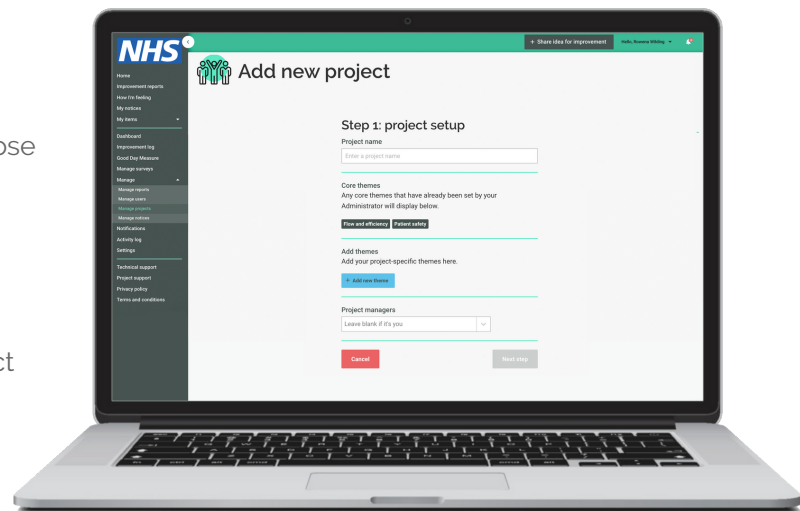# ImproveWell.

SETTING UP A PROJECT

ImproveWell "project groups" help you to capture theme-based improvement ideas and Good Day Measure submissions for a particular group of users. This guide tells you all you need to know about setting up new projects groups in the ImproveWell platform.

NAME YOUR PROJECT GROUP

- Make sure that this clearly reflects the project purpose and audience. Project groups can be department, speciality or initiative-based, e.g. "Acute Medicine", "Maternity", "Joy in Work".

- Make it intuitive; users can be part of multiple project groups, e.g. "Cardiology Department" as well as "Patient Safety".

CHOOSE THE PROJECT THEMES

- Improvement themes help users understand what ideas you are looking for within a project group.

- If you have more than 7 themes, consider setting up another project group to maintain focus.

- Consider scalability e.g. for large/multi-disciplinary project groups, multiple group leads can get involved to respond to and progress improvement ideas - perhaps you have people who can "own" specific themes within your project group.

Examples of improvement themes:

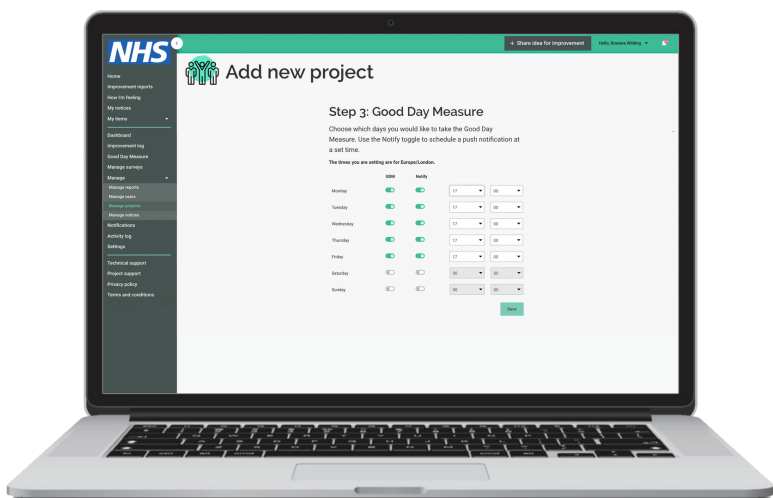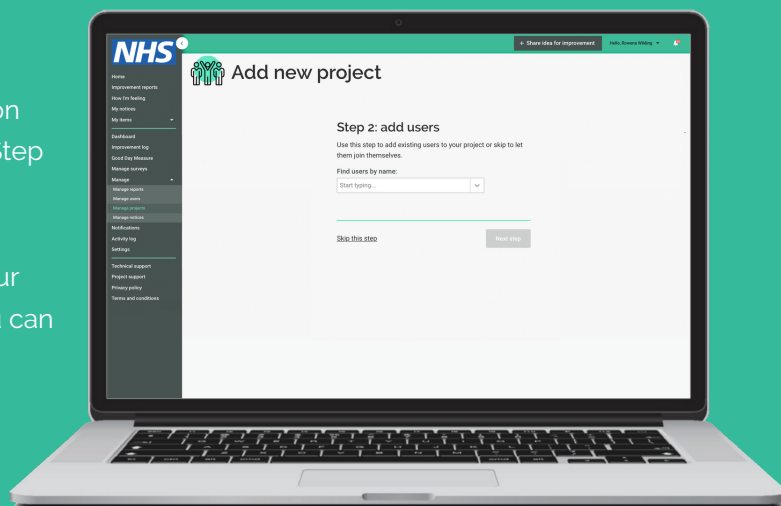|		
Equipment	Managing correspondence	Out of hospital care
Flow & efficiency	Mobile working	Reducing infection
Going paperless	Carer and family experience	Staff wellbeing
Handover	Patient dignity	The hospital at night
Improving our working environment	Patient safety	Training
Induction	Procedure checklists	Use of technology
Learning from incidents	Professional confidence	Working more effectively

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ADD YOUR PROJECT GROUP LEADS

- You will automatically be designated as a project group manager whenever you set up your project group, unless you specify someone else instead.

- You can have multiple leaders for each project group if you would like to specify, e.g. yourself and a colleague.

ADD YOUR USERS

- If you already know who your users are and they are on the platform already, you may invite them directly in Step 2. Otherwise you may skip this step.

- Your colleagues can always become a member of your project group via your unique project code, which you can find under "Manage projects".

- Useful ways to disseminate this project code include flyers, emails and team meetings.

GOOD DAY MEASURE SCHEDULE

- Choose the days that you would like the Good Day Measure to appear for your project group. For example, you may only like for this to appear on weekdays.

- You may also choose to schedule a push notification reminder for your colleagues to encourage them to share their feedback, e.g. at the end of a working day.

- You may schedule notifications for the frequency most appropriate for you and your colleagues.

Ready to lead your own ImproveWell project group with your team?
Contact your ImproveWell primary contacts within your organisation.

www.improvewell.com/customer-support