

Long Term Success Tool

Action Planner

This tool was developed in collaboration with Laura Lennox and Imperial College London for use in Healthcare Excellence Canada programming. Please refer to *What makes a sustainability tool valuable, practical, and useful in real world healthcare practice? A mixed-methods study on the development of the Long Term Success Tool in Northwest London*¹ for further background on its development and use.

Planning for long term success using the long term success tool

Using your completed Long Term Success Tool (LTST), use this tool with your improvement team to support planning for long term success.

1a What two LTST factors are your greatest strengths, in that you and your team see these factors as most likely to contribute to the long term success of the improvement initiative?

- Success factor 1:
- Success factor 2:

1b For each of the top two success factors identified in question 1 (a): what are your goal(s) to maximize these strengths, over the long term, so these factors continue to support the long term success of the improvement initiative?

- Goal for success factor 1:
- Goal for success factor 2:

1c Create an action plan to achieve the goal(s) identified in 1 (b). We recommend that your action plan identify the elements listed in the table below – use extra paper or your computer to write detailed action plans.

Action	Who is responsible?	Due date	Completed

1d

Create a measurement plan to identify how your team will evaluate success of the goal(s) identified in 1 (b). we recommend that your measurement plan identify the elements listed in the table below – use extra paper or your computer to write detailed measurement plans.

What data will be collected?	How? (eg. checklist, chart audit)	Who?	When? (Be specific)	Where?

2a

What two LTST factors are your greatest risks, in that you and your team see these factors as most likely to threaten the long term success of the improvement initiative?

- Risk factor 1:
- Risk factor 2:

2b

What are your goal(s) to minimize these risks, over the long term, so these factors do not threaten the long term success of the improvement initiative?

- Goal for risk factor 1:
- Goal for risk factor 2:

2c Create an action plan to achieve the goal(s) identified in 2 (b). We recommend that your action plan identify the elements listed in the table below – use extra paper or your computer to write detailed action plans.

Action	Who is responsible?	Due date	Completed

2d Create a measurement plan to identify how your team will evaluate success of the goal(s) identified in 2 (b). We recommend that your measurement plan identify the elements listed in the table below – use extra paper or your computer to write detailed measurement plans.

What data will be collected?	How? (eg. checklist, chart audit)	Who?	When? (Be specific)	Where?

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¹Lennox L, Doyle C, Reed J, Bell D. What makes a sustainability tool valuable, practical, and useful in real world healthcare practice? A mixed-methods study on the development of the Long Term Success Tool in Northwest London. *BMJ Open*. 2017;7(e014417):1–13