

## AQIP Action Project Reporting Process

- Team Chairs provide regular reports to the Coordinating Committee
  - Summary of activities since last report
  - Progress toward meeting goals
  - Challenges, potential solutions, and/or requests for assistance if needed
  - Recommendations for action, new or changed policies or procedures when appropriate
- Coordinating Committee may ask for clarification
  - Team can refine or clarify project charter
  - Team may not change the essential focus of the project
    - If the focus of a project changes from what was submitted to AQIP, the AQIP Project Statement will need to be amended

*Recommendations* for changes in policy or practice must receive final approval from the Cabinet. Approval process is as follows:

1. AQIP team presents recommendation to AQIP Coordinating Committee
2. When CC is satisfied with the form and content of the recommendation, the appropriate VP takes it to Cabinet for discussion and possible approval.