
Workshop summary template

Need for project

E.g., Gap in service, long waiting times,
high DNA (Did Not Attend) rates.

Overview of proposed plan and methods

E.g., Using surveys, patient shadowing,
data collection.

Need for stakeholder involvement

E.g., Who needs to be involved?
What is their stake in the results?

Decisions required

E.g., Is there a commitment towards making
improvements? What is the scope of the work?
How will things be progressed?