|  | WORKSHEETCo-lead Report to Sponsors |
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|  | PURPOSEThis tool provides the UBT co-leads a way to capture the work focus and progress for the team sponsors.When to UseUse this tool to communicate key issues or outcomes to UBT sponsors as requested or on a regular basis.Who UsesCo-leads.How to UseAfter you complete this tool, you can inform your sponsor about the following information: * The UBT’s current goal
* What measurement the UBT is using to test success
* What small tests of change they are doing to further their goal
* What the UBT has learned from their tests (the results of their tests)
* Whether they have completed the PDSA cycle and implemented any of the small tests of change and, if so, what changes they have implemented.
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| Date | Reporting Period | Orientation Date |
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| Team Department and Location |
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| What goal is the UBT working on? |
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| What measurement are team members using to test their success? |
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| What small tests of change is the team doing to further its goal? |
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| What have team members learned from their tests? What are the results of the tests? |
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| Have they completed the PDSA cycle and implemented any of the small tests of change? If so, what? |
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| When is the next time an overall measurement might reflect the improvements toward this goal? If you already have received this measurement, has it improved over prior performance? |
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| Team engagement on 1–5 scale: 1 = low; 5 = very good |  |

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| Signature | Phone |
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Source: Roxanne WhiteLight, Consultant, KPNW |