|  | WORKSHEET Co-lead Report to Sponsors |
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|  | PURPOSE  This tool provides the UBT co-leads a way to capture the work focus and progress  for the team sponsors.  When to Use  Use this tool to communicate key issues or outcomes to UBT sponsors as requested  or on a regular basis.  Who Uses  Co-leads.  How to Use  After 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. |
|  | |  |  |  | | --- | --- | --- | | Date | Reporting Period | Orientation Date | |  |  |  | | Team Department and Location | | | |  | | |  |  |  | | --- | --- | | What goal is the UBT working on? | | |  | | | What measurement are team members using to test their success? | | |  | | | What small tests of change is the team doing to further its goal? | | |  | | | What have team members learned from their tests? What are the results of the tests? | | |  | | | Have they completed the PDSA cycle and implemented any of the small tests of change? If so, what? | | |  | | | 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? | | |  | | | Team engagement on 1–5 scale: 1 = low; 5 = very good |  |  |  |  | | --- | --- | | Signature | Phone | |  |  |   Source: Roxanne WhiteLight, Consultant, KPNW |