**QI Activity Progress Report**

**PDSA Focus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Implemented \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PDSA Lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Review Date** | **Review**  |  **Details of any Action Required** | **Sign** |
| ExampleXx/xx/xx | Step 1: unable to complete as CAT4 has dropped off server | * PenCS to be contacted to reinstall CAT4
* Email circulated to team involved in QI Activity, that timeframe has been extended and PDSA amended
 | XYZ  |
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