

Flowchart of Maranatha's Quality Action Planning Process

(last revised 9/29/06)

Stage 1:
Feasibility Check

Preliminary Exploration: Discuss potential QAPs with your team. Meet w/QPT or a mentor as necessary for advice. Review the QAP Check Sheet as necessary.

STAGE 1: Access the *QAP Worksheet* on the Quality web page. Save a copy of it to your own directory. Fill out the TOP TABLE, in conference with your team. Any QPT member can assist you with filling it out.

Contact Mrs. Bond to be placed on the next Executive Council meeting agenda. Be prepared with copies of the first page (TOP TABLE) of the QAP Worksheet.

Executive Council Approval?

YES

Notify the QPT that your QAP has been approved by sending a note to quality@mbbc.edu. Meet with QPT for initial review if desired.

Stages 2 & 3:
Planning

STAGE 2: Analyze your current processes and show them with a list of steps or a flowchart. If you aren't sure why your process isn't working, you might utilize other Quality Tools (Brainstorm, Cause-Effect Diagram, Drivers/Restrainers, etc.). Consult the Quality web page for information about tools. When your QAP Worksheet is filled out, schedule a date to meet with the QPT by making a schedule request online. Email a copy of your QAP Worksheet to quality@mbbc.edu.

STAGE 3: Meet with the QPT. Bring copies of your QAP Worksheet, or be prepared to show it on the projector. The QPT will provide feedback on your quality processes using the *QAP Feedback Form* and may comment or give suggestions on your plan for improvement..

Meet with your team and revise plan

Plan needs major revision?

NO

Executive Council Approval needed?

YES

STAGE 4: Meet with Executive Council for approval to proceed (schedule through Mrs. Bond).

Stages 4-5:
Execution

Put your plan in action. Implement your changes. Start tracking the results of your new processes.

EC Approved?

YES

STAGE 5: Schedule a meeting with the QPT within 6 months of Stage 3 or 4 or your last Stage 5 update, or when you have reason to believe your project is successfully nearing completion, whichever is sooner. Complete an UPDATE at the bottom of the QAP Worksheet (copy/paste if necessary). Come to the QPT meeting with copies of your update, or be prepared to show it on the projector. Email a copy of your QAP Worksheet w/Update to quality@mbbc.edu. Your plan should be complete in 1 year maximum (2 updates). If your QAP is complete, you may combine Stage 5 with Stage 6 (see below).

QAP is complete?

YES

Stage 6:
Completion

STAGE 6: Complete the *QAP Completion Report*. Come to the QPT meeting with copies of your report, or be prepared to show it on the projector. Email a copy of your final QAP Worksheet and your Completion Report to quality@mbbc.edu.

QPT Approves Completion?

YES

Meet with Administrative Cabinet for them to declare your project complete.

Fill out the *QAP Evaluation Form* (under development). By this time you should also have a good idea what your next project will be, and should be prepared to begin the quality improvement process anew.