

Project Planning Worksheet

Now that you have assessed what your clinic is currently doing, you can start planning out what you would like it to look like moving forward. The first page of this worksheet is to plan out the details for each developmental screen you plan on using. The second page uses process mapping to help you draw out those details and visualize what this will look like in practice. The questions on page 1 may help guide the map you create on page 2, but you can begin on whichever side you prefer.

Name of Screen: _____

Which age range of patients will the screen be given to?

Where in the clinic will the screen be given?

Who will give the screen?

Who will score the screen?

Who will discuss the results of the screen with the family?

Who will make referrals, if needed?

Where will the blank screens be kept?

Who will enter the results of the screen into the electronic health record (EHR)?

Process Mapping

Process mapping is a way of showing all the steps in a process. It can be helpful for creating a process as well as explaining them to others. Maps can be as simple as the example below, or more complex depending on how many steps, people, and locations are involved.

Use the space below to create a process map for the screening tool you identified on page 1. For each step of the process, identify what happens, who is involved, and where the step will take place. You can use different colors and shapes to help distinguish between categories. Check out more examples of process maps in the Developmental Screening Toolkit.

