

**Certificate Training Program
Cohort 12
Assignment Addendum**



Institute for Healthcare Quality,
Safety and Efficiency

SCHOOL OF MEDICINE

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

Date Assigned	Assignment	Due Date
#1 – Aug. 20, 2024	<ul style="list-style-type: none"> Develop group ground rules Complete Leadership Defined Self-assessment 	Review in coaching
#2 – Aug. 27, 2024	<ul style="list-style-type: none"> No new assignments 	
#3 – Sept. 10, 2024	<ul style="list-style-type: none"> Complete voice of customer Build stakeholder analysis Complete process map Meet with Dr. Moksha Patel 	#6 – Oct. 22, 2024
	<ul style="list-style-type: none"> Develop problem statement 	#7 – Nov. 12, 2024
#4 – Sept. 24, 2024	<ul style="list-style-type: none"> Reading: Kotter, John. <i>Leading Change: Why Transformation Efforts Fail</i> 	#5 – Oct. 8, 2024
	<ul style="list-style-type: none"> Complete affinity diagram 	#7 – Nov. 12, 2024
	<ul style="list-style-type: none"> Draft business case 	#8 – Nov. 19, 2024
#5 – Oct. 8, 2024	<ul style="list-style-type: none"> Complete Myers-Briggs Assessment 	Friday, Oct. 18, 2024
	<ul style="list-style-type: none"> Complete literature review Complete Program Evaluation/QI/Research Tool 	#8 – Nov. 19
	#6 – Oct. 22, 2024	<ul style="list-style-type: none"> Complete data collection plan
#7 – Nov. 12, 2024	<ul style="list-style-type: none"> Develop/utilize current vision tying to project 	#8 – Nov. 19, 2024
#8 – Nov. 19, 2024	<ul style="list-style-type: none"> Finalize sense of urgency 	#9 – Dec. 3, 2024
	<ul style="list-style-type: none"> DEI Scan 	#12 – Jan. 28, 2025
#9 – Dec. 3, 2024	<ul style="list-style-type: none"> Complete Positive Deviance Exercise Complete Design Thinking Exercise Develop list of potential interventions Finalize guiding coalition 	#12 – Jan. 28, 2025
#10 – Dec. 10, 2024	<ul style="list-style-type: none"> Complete aim statement 	#11 – Jan. 14, 2025
	<ul style="list-style-type: none"> Finalize logo 	#13 – Feb. 11, 2025
#11 – Jan. 14, 2025	<ul style="list-style-type: none"> Draft mid-year report out 	#12 – Jan. 28, 2025
	<ul style="list-style-type: none"> Complete pre-mortem assessment Create and implement a communication plan 	#13 – Feb. 11, 2025
#12 – Jan. 28, 2025	<ul style="list-style-type: none"> Finalize mid-year report out 	#13 / #14 – Feb. 11 or 25, 2025

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Date Assigned	Assignment	Due Date
#13 – Feb. 11, 2025	<ul style="list-style-type: none"> No new assignments 	
#14 – Feb. 25, 2025	<ul style="list-style-type: none"> Create plan for removing barriers to success 	#16 – Mar. 25, 2025
#15 – Mar. 11, 2025	<ul style="list-style-type: none"> No new assignments 	
#16 – Mar. 25, 2025	<ul style="list-style-type: none"> Create series of short-term wins to support project Update data plan to include current state data 	#17 – Apr. 8, 2025
#17 – Apr. 8, 2025	No new assignments	
#18 – Apr. 22, 2025	<ul style="list-style-type: none"> Develop plan for sharing/spreading your work 	#21 – June 10, 2025
#19 – May 13, 2025	<ul style="list-style-type: none"> Plan for putting project into embed phase Develop final report out 	#20 / #21 – May 27 / June 10, 2025
#20 – May 27, 2025	No new assignments	
#21 – June 10, 2025	No new assignments	
#22 – June 24, 2025	No new assignments	