

PRACTICE _____

START DATE _____

DECISION DATE (DAY 90) _____

OWNER _____

A11

Ninety-Day Plan and Weekly Review Agenda

Every line has a name and a “done when.”

PART 1 The plan

WEEKS	WORK	OWNER	DONE WHEN	DONE ON
1-2	Definition signed; raw count pulled A1			
1-2	List cleaned A4			
3-4	Segments A5			
3-4	Value sheet with range and floor A3			
3-4	Work order and hygiene blocks A6			
3-4	Consent check and message grid A7, A7b			
3-4	Intake checklist and tracking record ready A8, A9			
5-11	Outreach, newest segment first			
5-11	Weekly review held			
12-13	Results; assumptions replaced; decision			
After	Monthly flow record A10			

PART 2 Weekly review agenda

same order every week

- The numbers from A9, per segment: kept visits against plan, the gap between booked and kept, any segment at its baseline, cost so far.
- Hygiene hours used by returners against the reserved blocks.
- What went wrong: complaints, opt-outs, messages sent after a booking.
- Stop rule: is anyone who booked still getting messages?
- One decision for next week, with a name beside it.

Day-90 decision (circle one)

REPEAT

CHANGE

STOP

REASON _____

Counts and totals only: no patient names on this sheet.