

# CPI Project Checklist

**Description of Problem:** (fill in)

**Approach to Solving the Problem:** (fill in)

## Related Research:

- Checked to see if others in the department have solved a similar problem
- Checked to see if other state agencies have solved a similar problem
- Checked Internet for solutions by other states or agencies

## Logistics:

- Contacted local CPI coordinator
- Received approval/support from supervisor and/or sponsor
- Selected the team
- Identified other personnel who may be helpful
- Identified resources
- Identified other sections for support and involvement if appropriate
- Developed a timeline for completion
- Collected “before” data as a baseline to compare or track improvement
- Date copy of Checklist filed was filed with the CPI Program \_\_\_\_\_(Optional)
- I would like help from **Quality Enhancement** in developing this project.

## Contact Quality Enhancement Unit:

Telephone No: 919-508-1867  
Fax: 919-508-1854  
Mailing Address: 1512 MSC

Web Site: <http://www.ncdot.org/programs/CPI/>

Applicant's name \_\_\_\_\_

Telephone No. \_\_\_\_\_ e-mail address \_\_\_\_\_

## References:

CPI Toolbox

CPI Guide

CPI Results Book