CYPIC Storyboard Guidance Notes

Completing the Template

1. Title and Logo
Add a short title for your improvement work, for example 'Building Capacity and Capability using Quality Improvement'. Please also add your organisation's logo to the header.

2. Name
Project Leads name, Job title and CPP/ Health Board / Third Sector organisation

3. Opening Statement
Rationale – Short background to your project – a brief statement about the issue you were aiming to resolve/change/improve. Why is this important and who is benefitting or has benefited from your improvement

Your aim (in bold) – What are you trying to achieve? i.e. reducing instances of X to less than Y% by Z date. (Try to include: Who? What? How much? By when?)

4. Method
A short summary about your methodology for testing ideas and analysing the impact. What data or sampling methods have you used? How is progress measured? What Improvement tools did you use? Who was involved?

5. Process Change
What specific key changes did you make?
You could insert your Driver Diagram here to provide an overview image of your change theory.

6. Key Learning Points and Achievements
Overall, what did your improvement project achieve?
If you are not at the end of your project, what have you learned so far? List some of the broader achievements – for example, learning new skills, improving team work, better understanding of client needs, improving multi-agency working. Are there specific things that had to happen in order for your project to work successfully? Does the learning you have gathered form a 'bundle' that you are going to spread? Also, think about what didn't work and the changes it led you to make.

7. Results
What are the results or projected results of your project? Annotated run charts are a good way to document your story.

8. Conclusions
A brief concluding statement from the results of your testing. Was the aim of your project met? Where have you seen the greatest impact? How did this benefit children, young people or their families? Qualitative data and quotes can be powerful here.

9. Scale Up / Spread
Where is the project being spread to next? Is there a spread/scale up plan? Do you want this to be replicated across your CPP / Health Board / Third Sector and by when would you like this to happen?

CYPIC Storyboard Guidance Notes

Additional Guidelines

Images
- Please include run-charts as well as qualitative data. Run charts help to show 'data over time' and support the story of your project achievements
- Figures do not need to be electronically produced. A diagram that you have drawn by hand and scanned or photographed - provided the resolution/lighting is good - can be equally as effective.
- Use landscape orientated images if possible – these will be easier to insert.
- Please try and use the highest resolution possible so that any text can be read clearly (so avoid '2nd' or '3rd' generation images like screen captures from existing documents).
- To insert an image click the insert tab – picture - then locate your chosen image. You can reduce the size of the image by hovering over the corners of the image and dragging to the desired size. To move the image click on it and then hover over one of the sides until a crosshair appears – click and hold – then drag to the desired location. You can delete images by clicking on it and pressing delete.

Text
- Please do not alter the size or font of the text within the boxes or the boxes themselves. This keeps the formatting consistent and correct for printing.
- To copy and paste text from a word document: copy your text, in PowerPoint click inside the textbox you want the text to appear, select Paste Special from the Paste Clipboard dropdown – the leftmost button in the Home Tab. Then choose 'Unformatted Text' – this will ensure that the style of text within the PowerPoint document is unchanged.

Support
- Your Improvement Advisor will be happy to support you with completing the template, so please get in touch if you have any questions.
- Completed posters can be sent in PowerPoint format to your Improvement Advisor or cypic@gov.scot.
- We may share your storyboard as an example on our website, via twitter or in our training sessions. Please let us know if you do not wish it to be shared in this way.