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**Next steps: developing your improvement plan**

The manager retains overall responsibility for completing and reviewing the improvement plan. This should be in a format you can share. Aim to review this plan regularly and make the information accessible so you can share it with the people who use your service, their families, staff, and others involved with your service. It is essential that they can be part of the review process.

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| **Outcome**What do we want to achieve? | **Actions**How are we going to do it? | **Timeframe**When do we want this to be completed or next reviewed? | **Person responsible**Who is doing each action or responsible for ensuring it gets completed? | **Where are we now?**What have we achieved, and what has prevented us from doing what we wanted? |
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