Change Analysis Grid Template

Instructions: Start by listing out what would constitute best practice in relation to the process/system under review. Once this has been carried out, complete the 'actual' practice column to identify if any divergences have occurred. Where divergences have occurred then consider if these have caused sub-standard care and then prioritise each divergence (e.g. rank each divergence in order of importance – most important should be addressed first) before agreeing changes required.

System/process under review:						
	Perfect practice	**Actual practice**	**Was there divergence?** **Yes/No**	**Did the divergence lead to sub-standard care?** **Yes/No**	**Ranking of divergence**	**Changes required**
Step 1						
Step 2						
Step 3						
Step 4						
Step 5						
Step 6						
Step 7						
Step 8						
Step 9						
Step 10						