

Chart Audit Planner

Topic:

Question:

Audit Leader:

Time line 

Major Milestones

Date	Action by
1st month	
1 st week: overview Topic	
2 nd week Question Time Line Audit Tool Patient List	
3 rd week Start Audit	
4 th week Audit Group Evaluation	
2nd month	
1 st week	
2 nd week	
3 rd week Finish audit	
4 th week Review of plan/update Group Evaluation	
3rd month	
1 st week Review plan and update Data entry/collation	
2 nd week Literature review/papers guidelines	
3 rd week	
4 th week Group evaluation	

4th week	
1 st week: plan and assign presentation	
2 nd week: practice presentation	
3 rd week: presentation	
4 th week: wrap up and prepare binder Group evaluation	