

the five W's: who what when where why



Salisbury
NHS Foundation Trust

Who was on your dream team and which department/ward/area are you from?

In responding to COVID-19 what did you need to change and why?

who did you need help from? (managers/ other depts)

How long did it take? (it might be hours/ days/ months)

plan SMART: Specific, Measurable, Achievable, Realistic, Timescale



Lightbulb moments:

#nogoingback

describe your idea,
your 'lightbulb moment'...

describe the results of your changes...

describe what you enjoyed and what surprised you...

Next time...what would you do differently or what advice would you give to others?

Is there anything else to improve or something you couldn't get done this time? (your next Lightbulb moment!)

Start date:

Finish Date:

The Trust Values: Patient centred and safe, professional, friendly & responsive

Extra details on this side if you need more space...

What next?

Keep a copy for your personal annual appraisal

Give a copy to your manager for your department's collection of lightbulb moments

Send a copy to the PMO (Project Management Office)