

Choosing the right Quality Improvement Tool for your HIV Prevention Project

How to use the table

The “Applications” column lists the kinds of projects and programs that could benefit from using tool. Some tools suit a wide range of applications, some a narrower one.

The next three columns (Personnel and Expertise, Resources and Time required) help you plan for and assemble the necessary resources to apply the tool successfully.

The column about the level of stakeholder participation is important because IQ^{hiv} believes that the level of participation, especially that of the key population(s) of your project, strongly influences quality. Involving stakeholders does not always require great effort, but it does require planning ahead.

The last two columns list some of the experiences with the tools that HIV prevention practitioners have fed back to IQ^{hiv} during field-testing and in workshops. They show you what other project implementers learned about using each tool.

Tool	Applications	Personnel and Expertise required	Resources required	Time required	Level of stakeholder participation	Strengths	Limitations
<p><i>Succeed:</i></p> <p>Introduction and instructions</p> <p>Self-guided, self-assessed questionnaire (13 Pages):</p> <ul style="list-style-type: none"> • Structure • Process • Results <p>Two contrasting case studies</p>	<p>Suitable for those new to QI</p> <p>All sizes of projects, including small, community-based and new and/or developing projects</p> <p>Good for checking project plans</p> <p>Where a quick turnaround is required</p>	<p>At least one person who is familiar with the project</p> <p>Can be used by the project team, management team or board of directors</p> <p>Facilitation skills if using group work</p> <p>Data management skills</p>	<p>Paper or Computer</p> <p>Group work materials if needed</p> <p>Additional data collection if needed</p> <p>Follow-up training assists with implementing the improvements committed to during the process</p>	<p>At least a few hours and up to several working days, depending on how many stakeholders participate</p>	<p>Open: user determines to what extent and how stakeholders are involved</p>	<p>Step-by-step process</p> <p>Easy to use</p> <p>Produces an action plan for quality improvement</p> <p>Leads to further project collaboration (if used with groups of stakeholders)</p> <p>Open-ended questions invite discussion</p> <p>Investigates hierarchies</p>	<p>Internal assumptions (bias) may remain unchallenged</p> <p>May miss important details</p> <p>Difficult to know when to stop discussing answers to the open-ended questions</p>

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<p>Quality in Prevention (QIP):</p> <p>Externally assessed, comprehensive self-guided questionnaire (28 pages):</p> <ul style="list-style-type: none"> • Project description and concept • Personnel and qualifications • Target groups • Planning and preparation • Dissemination and promotion • Process design • Results 	<p>Established and/or well-defined interventions, programs, campaigns or setting-based projects</p> <p>Where an external assessment (including recommendations for improvement) by independent experts is required or desired</p> <p>To improve the quality of planning and evaluation</p>	<p>At least one person with detailed knowledge of all aspects of the project and with access to project documentation</p> <p>Best to involve the whole project team, led by senior management</p> <p>Facilitation skills</p> <p>Data management skills</p>	<p>Computer</p> <p>Funds to pay for the external assessment</p> <p>Group work materials and external facilitation if needed</p>	<p>At least several working days, depending on the size and complexity of the project</p>	<p>Open: user determines to what extend and how stakeholders are involved</p>	<p>Considers and emphasises the role of stakeholders</p> <p>Good reflection tool: provides guidance and builds evidence for the project</p> <p>Evidence-base and validity of the external assessment</p> <p>Reinforces thinking about the different stages of project implementation</p>	<p>Longer process, especially with additional time to consider and follow up the results and recommendations</p> <p>New and/or developing projects without complete documentation may not fully benefit from this tool</p>

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<p>Participatory Quality Development (PQ):</p> <p>Introduction to the theory:</p> <ul style="list-style-type: none"> Local Knowledge Participation Target-Group Oriented Interventions Collaboration <p>Toolkit of 11 participatory methods for all parts of the project cycle</p> <p>8 case studies</p>	<p>All sizes of projects and programs that include a range of stakeholders and are able to actively involve their key populations in the process</p> <p>To improve the quality of needs assessment, planning, implementation and evaluation</p>	<p>Project teams themselves apply the various methods</p> <p>Some methods require support from management</p> <p>Some methods require research expertise</p> <p>Facilitation skills</p>	<p>Some PQ methods can be applied as a desktop exercise</p> <p>Others require group work, surveys or larger consultation meetings</p>	<p>Some of the PQ methods can be applied in a few hours, others over several weeks.</p>	<p>High: most methods depend on interaction with stakeholders</p> <p>Participation is essential when using this tool.</p>	<p>Extends thinking about stakeholders</p> <p>Some methods are very low-cost</p> <p>Case studies illustrate the use of the methods</p>	<p>Requires engaging with the theory to receive the full benefit of the tool</p> <p>May require training if users are not familiar with the concept of participation</p> <p>Some methods do not have standards or guidelines</p>