



## Obtaining Institutional Support

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### **TASK**

Meet with members of your administration and have prepared “talking points” and, ideally, some preliminary information you’ve collected demonstrating the need for the administration’s attention. Review the information in [A Draft Memo to Administration or Executive](#) and [Building the Business Case for Your ACS Improvement Efforts](#) to help you convince your administrative leaders of the importance of supporting a program to improve ACS care in the hospital. Include local data you have collected as you see appropriate, perhaps using ideas for early data collection from [View What’s the Problem? Ideas for Early Data Collection](#).

Task assignment \_\_\_\_\_  
(team leader)

Time line for completing \_\_\_\_\_