Do

Study

Act

Plan

**PDSA Cycle Worksheet**

|  |  |  |
| --- | --- | --- |
| **Cycle #** | **Date of Test:**  | **Date of Completion:**  |
| **Overall Project Aim:** |
| **What is the objective of the test?** |

**PLAN:**

**Brief description of the test**

|  |  |  |  |
| --- | --- | --- | --- |
| **Describe test of change** | **Person responsible (Who)** | **When to be done** | **Where to be done** |
|  |  |  |  |

**What key driver does the change impact?**

**How will you know that the change is an improvement & how will I collect data?**

|  |  |  |  |
| --- | --- | --- | --- |
| **List of tasks needed to complete** | **Person responsible (Who)** | **When to be done** | **Where to be done** |
|  |  |  |  |

**What do you predict will happen?**

|  |  |
| --- | --- |
| **Your prediction of what will happen when test is carried out** | **Measures to determine if prediction succeeds** |
|  |  |

**DO:**

Test the change: Was the cycle carried out as planned?

 Yes No

What did you observe that was not part of the plan?

**STUDY:**

Did the results match your prediction?

 Yes No

Compare the results of your test to your previous performance:

**ACT:**

Decide to Abandon, Adapt, or Adopt.

Abandon: Discard change idea and try a new one.

Adapt: Improve the change and continue testing. Describe what you will change in your next PDSA cycle.

Adopt: Select changes to implement on a large scale and develop an implementation plan for sustainability.

If you plan to adopt, what plans do you have for your next 2-3 PDSA cycles for follow-up tests and implementation: