

PDSA Planning Template

Date _____

Topic/Area of Focus:

Team Members

What are we trying to accomplish? (Objective/Aim):

What change can we make that will result in an improvement?

Developing a change:

Testing a change:

Scaling or spreading a change:

Prediction/Hypothesis

If we

.....

it will result in

.....

FOR EVERY CYCLE you are going to need the following:

<p>PLAN</p> <p>Tip: Start small!</p> <p>Who, What, Where, How and Data Collection:</p>	<p>Who</p> <ul style="list-style-type: none"> Who will make the change? Who will receive the change? <p>What</p> <ul style="list-style-type: none"> What change is being tested? <p>When</p> <ul style="list-style-type: none"> When will the change take place? <p>How</p> <ul style="list-style-type: none"> How will the change be tested? <p>Where</p> <ul style="list-style-type: none"> Where will the change take place? <p>Plan for data collection:</p> <ul style="list-style-type: none"> What information is important to collect? Why is it important to collect? Who will collect the information? Who will analyze the information prior to the study? Where will information be collected? When will information be collected? How will the information (measures) be collected? What tasks or tools are needed?
<p>DO</p> <p>Carry out the change or test and collect data.</p>	<ul style="list-style-type: none"> When was the plan completed? What was observed? Were problems or any special circumstances encountered? Did you tweak the original plan? Was the test carried out as planned?
<p>STUDY</p> <p>Analyze and summarize data (quantitative and qualitative).</p>	<ul style="list-style-type: none"> What went well? What could be improved? How did the data compare to your predictions? What did you learn? What surprised you?
<p>ACT</p> <p>Document what was learned and plan next cycle.</p>	<ul style="list-style-type: none"> Should you Adapt, Adopt, or Abandon the change? What changes need to be made? What adaptations are needed? Are you confident that you should expand the size/scope of test?

Cycle Number:

PLAN

Who, What, Where, How and Data Collection:

DO

Carry out the change or test and collect data.

Cycle Number:

STUDY

Analyze and summarize data (quantitative and qualitative).

ACT

Document what was learned and plan next cycle.