

PLAN DO STUDY ACT (PDSA) FORM

Cycle #:
Start Date: End Date:

Project Title:

Project Lead:

State:

☐ Task-related; Task:

☐ Internal Process

Objective of this Cycle:

☐ Develop a Change

☐ Test a Change

☐ Implement a Change

Aim Statement (WHAT YOU ARE TRYING TO ACCOMPLISH):

- Specific- targeted population:
- Measurable- what to measure and clearly stated goal:
- Achievable- brief plan to accomplish it:
- Relevant- why is it important to do now:
- Time Specific- anticipated length of cycle:

PLAN



Test/Implementation Plan (THINK ABOUT WHAT CHANGES YOU CAN MAKE THAT WILL RESULT IN IMPROVEMENT):

What change will be tested or implemented? Include how change will be conducted, who will run it, where it will be run and when it will be run unless already noted in Aim Statement above. (If needed, include specifics on tasks, responsibilities and due dates.)

Prediction:

Data Collection Plan (THINK ABOUT HOW YOU WILL KNOW THE CHANGE IS AN IMPROVEMENT):

What data/measures will be collected?

Who will collect the data?

When will the collection of data take place?

How will the data (measures or observations) be collected and displayed?

What decisions will be made based on data?

DO



Activities/Observations:

Record activities/observations that were done in addition to those listed in plan (above):

STUDY



Questions: Copy and paste Prediction from Plan above and evaluate learning. Complete analysis of the data. Insert graphic analysis whenever possible.

Prediction:

Learning (Comparison of questions, predictions, and analysis of data):

Summary (Look at your data. Did the change lead to improvement? Why or why not?):

ACT



Describe next PDSA Cycle: Based on the learning in "Study," what is your next test?

PDSA REVIEW

WHAT TO LOOK FOR	
QUALITY CRITERIA	CRITERIA PRESENT YES or NO?
<i>Articulation of a clear focus and hypothesis (PLAN)</i>	
A. The goal of the test is clear?	
B. Viable change idea?	
C. Change idea specified and developed?	
D. Clear predictions? (avoid yes/no predictions when possible)	
<i>Design of the experiment (PLAN)</i>	
E. Data collection plan? Data needed, articulated, or specified? (must be related to predictions)	
F. Scale of the test appropriate? Found a good opportunity to learn about the change?	
<i>Documentation of learning (DO-STUDY)</i>	
G. Carry out the plan?	
H. Record any notes and surprises that happened during the test?	
I. Did they compare what happened with their predictions?	
<i>Use learning to revise/bolster initial hypothesis (STUDY/ACT)</i>	
J. New learning or theory refinement? (explicit reference in study or act section)	
K. Suggested next steps?	

COACHING PLAN

WHERE TO FOCUS
<i>What can you build on? What's most important?</i>
Key learnings to highlight/reinforce
One specific area in which you would focus (learning goal for coaching conference)
COACHING MOVES AND STANCE
Agenda for your upcoming 30 min team meeting What stance would you use for each part (inquiry? facilitative? Directive?)