# Plan-Do-Study-Act Worksheet

**Cycle #:**  **Date Started: Date Completed:**

**What are we trying to accomplish with the current PDSA cycle?**

**How will this help contribute to your final goal/aim?**

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| **Plan** | | | | | | |
| **Describe your first (or next) test** | | | | | | |
| **Test** | | **Person(s) responsible** | | **When to be done** | | **Where to be done** |
|  | |  | |  | |  |
| **What do you predict will happen when you carry out the test? (note: this can be positive and/or negative)** | | | | | | |
|  | | | | | | |
| **List tasks necessary to set up test (if applicable):** | | | | | | |
| **Tasks**  ***(train, educate, buy resources, hold a meeting, secure space)*** | **Person(s) responsible** | | **When to be done**  ***(time, date)*** | | **Notes** | |
| 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. | |  | |
| **What will you measure to know if your test was successful? (PDSA not the project measures)** | | | | | | |
| **What data will be collected?** | **How will the data be collected?**  ***(checklist, log, pre/post-test, survey)*** | | | | **Who will collect the data?**  ***(name or role)*** | |
|  |  | | | |  | |



*Stop and run the test before proceeding*

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| **DO** |
| **Describe what actually happened when you ran the test. Was is easy to run the test? To collect data?**  **Was the test carried out as planned?**  **What happened or what did you observe that was not part of the plan?** |

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| **STUDY** |
| **What improvement or change did you see as a result of the test? What did you learn as a result of doing this activity? Did people change their behavior?**  **Did a barrier come up you were not expecting or an unintended consequence?**  **How did the results compare to your prediction?** |

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| **ACT** |
| **Based on what you learned, what modifications will you make for the next cycle?**  **Are you ready to adopt and implement the change on a bigger scale? \_\_\_\_\_\_**  **Are you going to adapt (have more questions, need to make adjustments) and test again? \_\_\_\_\_**  **If you are going to test again, tell us if you are going to test small or if you are going to increase the scope and test under different conditions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Are you going to abandon and test something different? \_\_\_\_\_**  **Please describe your choice of action:** |