# 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** |
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| **What do you predict will happen when you carry out the test? (note: this can be positive and/or negative)** |
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| **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)*** |
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*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:**  |