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:	
PLAN Tip: Start small! Who, What, Where, How and Data Collection:	**Who** • Who will make the change? • Who will receive the change? **What** • What change is being tested? **When** • When will the change take place? **How** • How will the change be tested? **Where** • Where will the change take place? **Plan for data collection:** • 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?
DO Carry out the change or test and collect data.	• 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?
STUDY Analyze and summarize data (quantitative and qualitative).	• What went well? • What could be improved? • How did the data compare to your predictions? • What did you learn? • What surprised you?
ACT Document what was learned and plan next cycle.	• Should you Adapt, Adopt, or Abandon the change? • What changes need to be made? • What adaptions are needed? • Are you confident that you should expand the size/scope of test?

PLAN

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SISEP
State Implementation and Scaling-up of Evidence-based Practices