

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 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

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STUDY

Analyze and summarize data (quantitative and qualitative).

ACT

Document what was learned and plan next cycle.