PDSA Cycle Planning

Use this form to plan and document a PDSA cycle. Page 2 offers criteria for evaluating your PDSA.

Project:  Team:

This test will be used to □ Develop  □ Prototype □ Implement a change.

Objective of this test:

1. Plan

Briefly describe the change you plan to test:

PREDICTION: What do you think will happen?

What data will you need to collect in order evaluate the change? Who will collect it?

<table>
<thead>
<tr>
<th>Task to be completed for test</th>
<th>Person responsible</th>
<th>When?</th>
<th>Where &amp; how?</th>
</tr>
</thead>
</table>

2. Do

What problems or unexpected events did you encounter?

Feedback and observations from the participants:

3. Study

What do the data show?

Was your prediction confirmed? If not what did you learn?

4. Act

Following this test, will you □ Adopt (implement) □ Adapt (refine & retest) □ Abandon this change?

What is your plan for the next cycle?

Source: Associates in Process Improvement  Exercise Forms.vsd!PDSA Plan 10/14/2010