

TOP Collaborative LS1 | September 21, 2021

PDSA Worksheet

The Plan-Do-Study-Act (PDSA) cycle is a useful tool for documenting a test of change. Running a PDSA cycle is another way of saying testing a change- you develop a plan to test the change (Plan), carry out the test (Do), observe, analyze, and learn from the test (Study), and determine what modifications, if any, to make for the next cycle (Act).

Fill out one PDSA worksheet for each change you test. In most improvement projects, teams will test several different changes, and each change may go through several PDSA cycles as you continue to learn. Keep a file (either electronic or hard copy) of all PDSA cycles for all the changes your team tests.

Instructions



Plan: Plan the test, including a plan for collecting data.

- State the question you want to answer and make a prediction about what you think will happen.
- Develop a plan to test the change. (Who? What? When? Where?)
- Identify what data you will need to collect.



Do: Run the test on a small scale.

- Carry out the test.
- Document the problems and unexpected observations.
- Collect and begin to analyze the data.



Study: Analyze the results and compare them to your predictions.

- Complete, as a team, if possible, your analysis of the data.
- Compare the data to your prediction
- Summarize and reflect on what you learned.



Act: Based on what you learned from the test, make a plan for your next step.

- Adapt (make modifications and run another test), adopt (test the change on a larger scale), or abandon (don't do another test on this change idea).
- Prepare a plan for the next PDSA

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PDSA Cycle #: _____ **Start Date:** _____ **End Date:** _____

Objective of this PDSA:

1. Plan: Plan the test, including a plan for collecting data.

What steps will you take to achieve the above aim? Do you anticipate any challenges? How will you address these challenges?

Who will be involved, what do you need, where will it happen, and by when?

Plan for collecting data:

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2. **Do:** Run the test on a small scale.

Describe what happened. What data did you collect? What observations did you make?

3. **Study:** Analyze the results and compare them to your predictions.

Summarize and reflect on what you learned:

4. **Act:** Based on what you learned from the test, make a plan for your next step.

Determine what modifications you should make- adapt, adopt, or abandon: