

PDSA Worksheet

Plan: What is the objective of this improvement cycle? (Why are we doing it?)

Questions (what are the questions that we want this cycle to answer):

Predictions (what do we expect to happen):

Plan for change: (who, what, when, where)

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Plan for collection of data: (who, what, when, where):

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Do: Carry out the plan. Adjust the plan if necessary. Record any adjustments to the plan.

Study: How did or didn't the results of this cycle agree with the predictions that were made earlier?

List the new knowledge gained by this cycle:

Act: List actions taken as a result of this cycle. Implement the new process if results were positive. Adjust the process and begin PDSA again if results were not as desired.

PLAN

- Define the objectives of the PDSA cycle
- Identify questions that will be answered
- Make predictions about the outcomes
- Include all the details (who, what, when, where)
- Define the data to be collected

DO

- Implement the action
- Document problems
- Record observations

STUDY

- Analyze the data
- Compare the data to your predictions
- Summarize findings
- Move to implementation or return to the planning phase

ACT

- Implement the process or change
- Think about the next cycle

PDSA Resources:

Michigan's Quality Improvement Guidebook

http://accreditation.localhealth.net/MLC-2%20website/Michigans_QI_Guidebook.pdf

Institute for Healthcare Improvement

<http://www.ihl.org/IHI/Topics/Improvement/ImprovementMethods/HowToImprove/testingchanges.htm>

American Society for Quality

<http://www.asq.org/learn-about-quality/project-planning-tools/overview/pdca-cycle.html>