

## Plan-Do-Study-Act (PDSA) Planning Form

Project:

Cycle #:

Aim: \_\_\_\_\_

This cycle will be used to:  gather data  develop an idea  test an idea  implement a change

Briefly describe the change you plan to test:

### 1. Plan

Question(s) for this cycle:

Prediction: What do you think will happen? Why?

What data will you collect to test your prediction(s)?

**Preparation:**

TASK	PERSON RESPONSIBLE	WHEN?	WHERE & HOW?

**2. Do**

Was the plan carried out?  Yes  No

What issues or unexpected events did you encounter?

Feedback and data collected:

**3. Study**

What do the data show? Were your predictions confirmed? What did you learn?

Did this test of change have a disproportionate effect on certain groups of people based on social factors, race, ethnicity, language, sexual orientation, or gender? If so, how?

**4. Act**

Adopt     Adapt     Abandon this change

How will you address any disproportionate effects of your change?

What is your plan for the next cycle(s)?