

PLAN-DO-STUDY-ACT (PDSA) CYCLE TEMPLATE



Team:

Name of Test:

Objective for this Test *(Why are you doing this test? What do you hope to learn?)*

Specific Questions to Address *(e.g., How much will the new form reduce errors and why? How much time does the new process take? To what extent [percentage] do consumers understand the new education?)*

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Potential Equity Implications *(What groups might be unintentionally advantaged or disadvantaged with this test?)*

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Predictions/Hypotheses *(What do you think will happen when the test is done?)*

Plan for Test

With how many people / how long will we test our change?

What tasks need to be completed to carry out our test?

Tasks to Complete	Who?	What and How?	When?

Plan for Data Collection *(What data needs to be collected? How will we collect it? Who will collect this data?)*

What data will be collected?	Who?	How to measure?	When?

Helpful hints to complete the PDSA Cycle Tracking Form

- Carry out the change/test in cycles and collect data.
- Use the Tracking Form to list any information that directly relates to your measures (e.g., observations, problems encountered, special circumstances that may alter results, and when the test is completed).
- Analyze and summarize data (quantitative and qualitative)
- Ask, what went well? What could be improved?
- Review the measures for improvement. Compare results to the previous performance.
- Document what was learned and plan the next cycle on the tracking form.
- Should you **adapt** (improve via changes and continue small-scale test cycles), **adopt** (implement on a larger scale using a sustainability implementation plan), or **abandon** (discard) the change?
- What adaptations are needed? Plan adaptations for the next cycle on the tracking form.
- Are you confident that you should expand size/scope of test?

PDSA Cycle Tracking Form

Name of Person Testing Change: _____ Date Test Began: _____

Cycle No. - Date of Cycle	PLAN <ul style="list-style-type: none"> • What will you test? • How will you test it? For how long? • With whom (and how many) will you test it? • Who will oversee this cycle? 	DO <ul style="list-style-type: none"> • What data did you collect? • What did you observe? • What problems occurred? • Were there any special circumstances? 	STUDY <ul style="list-style-type: none"> • Was the cycle carried out as planned? • What did you learn? • What worked well? • What could be improved? 	ACT <ul style="list-style-type: none"> • Adapt, Adopt, Abandon? Why? • How will you adapt the change? • Explain the changes in the Plan column for the next test cycle.
1 -				
2 -				
3 -				

4 -				
5 -				
6 -				