**Plan-Do-Study-Act Planning Form**

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| **Agency**: | |  |  |
| **Cycle #** (use a ramp planning form for multiple cycles): | | **Start Date:**  **End Date:** | |
| **What are we trying to accomplish?** | |  | |
| **How will we know that a change is an improvement?** | |  | |
| **What changes can we make that will result in an improvement?** | |  | |
| **What question are you trying to answer in this PDSA cycle (If we do X, will it result in Y)?** | **If we…**  **It will result in…** | | |
| **What do we predict will happen in the cycle?** |  | | |
| **Plan** | **Plan for this Test**   1. What 2. Who 3. With whom 4. Where 5. Task or tools required to setup   **Plan for Collection of Data:**   1. What 2. Who 3. With whom 4. Start date/End date 5. Where | | |
| **Do** | Was the test carried out as planned? What did you observe that wasn’t part of the plan? | | |
| **Study** | What did the data tell you? *(include here the data that answers the question or prediction you sought to answer with this PDSA)*  Compare your data to your predictions  What surprised you? | | |
| **Act**   * **Adapt** * **Adopt** * **Abandon** | What changes are to be made to the process (decisions made/action to take)? | | |
| **Parent Contribution** | A parent contributed to the development, testing, or adaptation of this change. Parent contribution could involve suggesting the change idea, helping to plan or execute the PDSA, studying the results or planning next steps. | | |