**PDSA WORKSHEET**

**PLAN**: Briefly describe the test:

- How will you know that the change is an improvement?
- What driver does the change impact?
- What do you predict will happen?

### PLAN

<table>
<thead>
<tr>
<th>List the tasks necessary to complete this test (what)</th>
<th>Person responsible (who)</th>
<th>When</th>
<th>Where</th>
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Plan for collection of data:

**DO**: Test the changes.

- Was the cycle carried out as planned? □ Yes □ No
- Record data and observations.

- What did you observe that was not part of our plan?

**STUDY**: Did the results match your predictions? □ Yes □ No

- Compare the result of your test to your previous performance:

- What did you learn?

**ACT**: Decide to Abandon, Adapt, Adopt

- **Abandon**: Discard this change idea and try a different one.
- **Adapt**: Improve the change and continue testing plan. Describe what you will change in your next PDSA:
- **Adopt**: Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability.

If you plan to adopt, what plans do you have for your next 2 - 3 PDSA cycles for follow-up tests and implementation:

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Full facility name: ___________________________ Date of test: ___________ Test Completion Date: ___________

Overall organization/project AIM: ___________________________

What is the objective of the test?