



The Improvement Worksheet

The plan-do-study-act (PDSA) cycle is a tool for organizations and groups used as part of continuous quality improvement and program monitoring. The process helps to focus and document small tests of change leading to improved operations and outcomes.

Three Fundamental Questions

Every PDSA cycle begins with three questions to focus the test of change:

1. What are we trying to accomplish?
2. How will we know that a change is an improvement?
3. What changes can we make that will lead to improvement?

These three questions help create your goal, measure, and change and help drive your quality improvement efforts and your PDSA change cycles.

Steps of the PDSA Cycle

The PDSA cycle helps break down a problem and measure small changes to determine the impact of each small change.

1. Plan:

- Identify objectives and predictions.
- Plan how to implement the change.
- Plan for data collection

2. Do

- Implement the change as planned.
- Document your observations including improvements, problems, and/or unexpected changes.
- Collect data along with observations.
- Begin analysis of data

3. Study

- Analyze the data.
- Compare data to predictions.
- Summarize what you learned.

4. Act

- Should the change be adopted, adapted, or abandoned?
- What changes need to be made?
- What is the next cycle?





Fundamental Questions for Improvement

Define your aim: *What are we trying to accomplish?*

Click or tap here to enter text.

Identify measures: *How will we know that the change will be an improvement?*

Click or tap here to enter text.

Define change: *What change(s) can we make that will lead to an improvement?*

Click or tap here to enter text.



Plan, Do, Study, Act Cycle

Plan: Describe in detail the change you will test. Include who will carry out the change, when will the change be carried out, who else is involved in the change, how will you gather information regarding the test of change, etc.

Click or tap here to enter text.

Do: Describe what happened during the test. Include information such as what was done, what went well, what was challenging, how did staff, clients, and partners response to the change.

Click or tap here to enter text.

Study: Record what you learned from analyzing the data collected and observations noted. Describe if/how the data and observations show the change you predicted.

Click or tap here to enter text.

Act: List the decisions made based on the change cycle. Explain next steps: will you adopt, adapt, or abandon the change? Will you need to make additional changes?

Click or tap here to enter text.