

PDSA / PDCA WORKSHEET



THE OHIO STATE UNIVERSITY

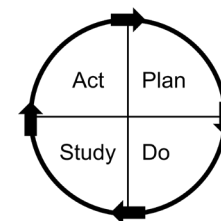
WEXNER MEDICAL CENTER AND
HEALTH SCIENCE COLLEGES

Team name: _____ Date of Test: _____ Test Completion Date: _____

Overall team/project aim:

What is the objective of the test?

What 90-day goal does the change impact?



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

List the tasks necessary to complete this test (what)	Person responsible (who)	When	Where
1.			
2.			
3.			

Plan for collection of data:

DO:

(test the changes)

Was the cycle carried out as planned?

Record data and observations.

What did you observe that was not part of your plan?

STUDY / CHECK:

Did the results match your predictions?

Compare the result of your test to your previous performance:

What did you learn?

ACT:

(Decide to Adopt, Adapt, or Abandon. Highlight your decision.)

- Adapt: Improve the change and continue testing plan. Plans/changes for next test:
- Adopt: Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability.
- Abandon: Discard this change idea and try a different one.