



# Continuous Quality Management Projects

## Plan Do Study Act (PDSA) Form

**Start Date:**

**End Date:**

**Project Title:**

**Agency Name:**

**Project Lead:**

**Aim Statement (What you are trying to accomplish?):**

- **Specific**- targeted population
- **Measurable**- what to measure and clearly stated goal
- **Achievable**- brief plan to accomplish it
- **Relevant**- why is it important to do now
- **Time Specific**- anticipated length of cycle

### PLAN



**Test/Implementation Plan (Think about what changes you can make that will result in an improvement):**

**What change are you testing with the PDSA cycle(s)? Who will be involved in this PDSA? How long will the change take to implement? What resources will you need? List your action steps along with person(s) responsible and timeline.**

.....

**Prediction:**

.....

**Data Collection Plan (Think about how you will know the change is an improvement):**

**What data/measures will be collected? Who will collect the data? When will the collection of data take place? How will the data (measures or observations) be collected and displayed? What decisions will be made based on the data?**

## DO



### Activities/Observations:

Carry out the test on a small scale. Document observations, including any problems and unexpected findings. Collect data you identified as needed during the “plan” stage. Describe what actually happened when you ran the test. For each quarterly update, list what happened during that quarter.

---

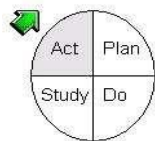
## STUDY



Study and analyze the data. Determine if the change resulted in the expected outcome. Were there implementation lessons? Summarize what was learned. Look for unintended consequences, surprises, successes, and failures. Describe the measured results and how they compared to the predictions.

---

## ACT



- Adapt** – Modify the changes and repeat the PDSA cycle.
- Adopt** – Consider expanding the changes in your organization to additional clients, staff, and units.
- Abandon** – Change your approach and repeat PDSA cycle.

If Adapt or Abandon, describe what modifications to the plan will be made for the next cycle from what you have learned.