

**Plan Do Study Act (PDSA)
Project Worksheet**

Project Leader(s) _____ **Project Facilitator** _____

Multidisciplinary Team Members _____

PREPARATION	<p>Overall goal of project: <i>Statement of your vision to make things better:</i></p>
	<p>Problem statement: <i>Define the problem</i></p>
	<p><i>Why was this project selected</i></p>
	<p><i>Constraints and assumptions (barriers)</i></p>
	<p><i>Players and roles</i></p>
	<p>Aim Statement: We will _____ (increase / decrease) _____ (measure) by _____ (target) by _____ (date or timeframe).</p>
	<p>Specific goals for this cycle _____ Cycle # _____</p>

	Measurement <i>Identify project measures (how will you measure results?)</i>		
	Outcome measures 1. 2. 3.		
	Process measures 1. 2. 3. 4.		
	Balancing measures 1. 2. 3.		
PLAN	PLAN	Mechanism	Person Responsible
	<i>Literature search</i>		
	Identify Pre/Post measurement (Baseline measures: process/outcomes)		
	Who is responsible for actually collecting the data?		
	How often will the data be collected? (hrly, daily, weekly, monthly?)		
	What are the data sources (be specific)? Manually _____ From a log _____ From an automated system _____		

PLAN	Mechanism	Person Responsible
Develop plan for change: <i>identify intervention and develop plan to implement: consider which analysis tools to use for data</i>	List Measures from above: (copy and paste)	
Outcome:		
1.		
2.		
3.		
Process:		
1.		
2.		
3.		
4.		
Balancing:		
1.		
2.		
3.		
Will this require additional fiscal resources? Yes _____ No _____		
Will this require additional human resources? Yes _____ No _____		

Document implementation of the plan, include dates, meetings, and data collection (diary of actions taken)

Actions taken to Accomplish Plan DO		Data Initiated	Comments	Date Complete
DO	Outcome:			
	1.			
	2.			
	3.			
	Process:			
	1.			
	2.			
	3.			
	4.			
	Balancing:			
	1.			
	2.			
3.				

STUDY	Study	Results before intervention	Results after intervention
	Outcome measures		
	Process measures		
	Balancing measures		
	Lessons learned		

ACT	Action (Make a recommendation for change)	Explanation
	Continue with original plan or	
	Redirect efforts	
	How can this be refined or improved?	
	Can the improvement be transferred to other areas of the organization? If so, how?	
	New theories and ideas?	
	What modifications/refinements will be put in place for the next improvement cycle?	
	List next stage or cycle of project.	
	When will this be evaluated again and by whom?	

Attach any graphs, charts and background information that you think important to the project