

PDSA Cycle Worksheet: Innovating Continuous Improvement

Project Title:

What's the focus of your PDSA cycle?

1. PLAN

Objective:

What specific outcome do you want to achieve?

Goal Statement:

Write a clear and measurable goal.

Hypothesis:

What do you believe will happen as a result of this change?

Success Criteria:

How will you measure success?

Brainstorm Ideas:

List at least 3 different strategies or approaches you could use to achieve your goal.

1. _____
2. _____
3. _____

Choose an Approach:

Which idea will you test first, and why?

2. DO

Action Steps:

What specific actions will you take? List the steps in detail.

1. _____
2. _____
3. _____

Resources Required:

What resources (time, tools, people) will you need?

Timeline:

When will each action step be completed?

Anticipated Challenges:

What potential obstacles might you face? How will you overcome them?

3. STUDY

Data Collection:

What data will you collect? How and when will you collect it?

Results:

What were the outcomes? Did the results match your hypothesis?

Reflection:

Reflect on what worked and what didn't. Why do you think this happened?

Unexpected Insights:

Did you learn anything unexpected?

4. ACT

Decision:

Based on your results, what will you do next?

- Adopt the change as it is.
- Adapt the change (modify and test again).
- Abandon the change (try a different approach).

Next Steps:

If you're adopting or adapting the change, what are your next steps?

Celebration:

How will you celebrate your successes, big or small?

5. FUTURE CYCLES

Continuous Improvement:

How will you continue to improve on this process?

Ideas for Next Cycle:

What's the next area or process you want to focus on?

Additional Creative Elements

- **Mind Map:** Include a space to draw a mind map of potential ideas and solutions in the PLAN section.
- **Action Visuals:** Encourage the use of visuals or flowcharts in the **DO** section to map out the process.
- **Journal Space:** Provide a journaling space in the **STUDY** section for deeper reflection.
- **Commitment Statement:** At the end, include a place for the team to write a commitment statement for the **ACT** phase to reinforce accountability.

