

Model for Improvement & Plan-Do-Study-Act (PDSA) Worksheet

Problem Statement: Clearly describe the problem you want to solve. What are the main reasons it is happening?				
Goal: What are you trying to achieve? <i>SMART: Specific, measurable, achievable, realistic, time bound.</i>				
Measure: How are you going to measure success?				
Change: What change will you make to help make your problem better?				
Plan: Document the steps that are needed. What is your timeline? Who will be involved?	Task	Who is responsible?	Timeline	Status / Result
Do: Implement your plan. Describe what happened.				
Study: What does your data or measure tell you? What did you learn?				
Act: Decide what to do next. Will you adapt, adopt or abandon?				