**PDSA/DMAIC WORKSHEET**

**Cycle: Start date for cycle: End date for cycle:**

**Project SMART aim:**

**Objective of this cycle** *(What are we trying to accomplish?)***:**

**What key driver does this change impact?**

**PLAN OR DEFINE-MEASURE-ANALZYE**

*What changes can we make that will lead to improvement?*

**Describe changes we plan to test**

**Who are stakeholders for this cycle?**

**Tasks needed to implement these changes** *(How will we make this change happen?)*

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| **Task** | **Who is responsible***Consider locations the changes will affect* | **Due date** |
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**Measures for this cycle** *(How will we know that a change is an improvement)*

Consider: balancing measures, measures to determine whether the prediction succeeds and your goal is achieved, how data will be collected & who is responsible for collecting data. You may find it easier to cut and paste from your measurement grid.

**DO OR IMPROVE DEFINE-MEASURE-ANALZYE**

*What happened when the test was conducted?*

**Was the cycle carried out as planned** (yes, no)**?**

**What did you observe** (i.e., qualitative feedback from the team)**?**

**What did you observe that was not part of the plan?**

**STUDY OR CONTROL**

*Did the measured results and observations meet your objective?*

**Was your goal achieved** (yes, no)**?**

**How do results of this test compare to previous performance?**

If YES

* **Do you plan to expand the test** (yes, no)**?**
* **Will you expand the scale** (i.e., keep the same conditions, just test more)**?**
* **Will you expand the scope** (i.e., change the conditions)**?**
* **Will you expand the scale and scope** (i.e., change locations/units and conditions)**?**

If NO

* **What data do you have to distinguish if your method of testing the change failed or if the designed change was not effective?**

**Were there any barriers with the cycles’ implementation** (yes, no)**?**

**What else did you learn?**

**ACT OR CONTROL**

*Decide to Abandon, Adapt, or Adopt?*

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| --- | --- |
|  | **ABANDON:** Discard change idea testing. Describe what you will change. |
|  | **ADAPT:** Improve the change & continue a larger scale. Develop an implementation plan for sustainability. |
|  | **ADOPT:** Select changes to implement on & try a new one |