Plan-Do-Study-Act Worksheet

School: Test Date and Timeframe:

Prioritized SMART Goal:

Change idea to test:

# PLAN:

Briefly describe the test:

How will you know that this change idea is an improvement?

What do you predict will happen?

## PLAN- What, Who, When, Where

|  |  |  |  |
| --- | --- | --- | --- |
| **List the tasks necessary to complete this test (What)** | **Person responsible (Who)** | **When** | **Where** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
|  |  |  |  |

PLAN- Data Collection

|  |  |
| --- | --- |
| **Type of Data** | **What data will be collected and what tool will be used for the measurement?** |
| **Process Measures**- Measures how well a change idea is implemented. |  |
| **Outcome Measures**- Measures if the change idea achieved its goal.  |  |

# DO:

**(*Upload data or link to data in this section*)**

Test the changes. Collect the data for:

* **Process Measures**
* **Outcome Measures**
* **Balancing Measures-** What were the unintended consequences for implementing the change idea?

# STUDY:

Was the cycle carried out as planned? What happened during the testing phase?

What did you observe that was surprising?

What were the results? Did the results match your prediction(s)?

What did you learn?

## ACT:

## Decide to Adapt, Adopt, or Abandon

□ Adapt: Improve the change and continue testing plan. What plans/changes are you going to make for your next test?

□ Adopt: Select changes to implement on a larger scale, develop an implementation plan, and plan for sustainability.

□ Abandon: Discard this change idea and try a different one.

# AOE COMMENTS/FEEDBACK: