PDSA Worksheet

The Plan-Do-Study-Act (PDSA) Worksheet is a useful tool for documenting a test of change. The PDSA cycle is shorthand for testing a change-by developing a plan to test the change (Plan), carrying out the test (Do), observing and learning from the consequences (Study), and determining what modifications should be made to the test (Act).

Directions

- Use the Plan-Do-Study-Act (PDSA) Worksheet to help your team document a test of change.
- Fill out one PDSA Worksheet for each test you conduct.
- Your team will test several different changes, and each change will go through several PDSA cycles.
- Keep a file (either electronic or hard copy) of all PDSA Worksheets for all changes your team tests.

Examples
# PDSA Worksheet (short version)

1: Define your aim, the overall goal you wish to achieve. 2: Plan the first (or next) test of change toward achieving the aim. 3: Go the test; record and study the results. 4: Act to modify the plan and begin your next test.

## Aim:
Five weeks from today, I will be able to run 5.5 miles in 50 minutes.

## Plan

<table>
<thead>
<tr>
<th>Person responsible:</th>
<th>When to be done:</th>
<th>Where to be done:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caitlin (me!)</td>
<td>Tuesday and Thursday</td>
<td>IHI office</td>
</tr>
</tbody>
</table>

## Predict what will happen when the test is carried out:

<table>
<thead>
<tr>
<th>Person responsible:</th>
<th>List measures that will determine if the predictions are correct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caitlin (me!)</td>
<td></td>
</tr>
</tbody>
</table>

This change will increase the amount of time I spend running because I'll have more time to run.

<table>
<thead>
<tr>
<th>List the measures that will determine if the predictions are correct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of times I left work by 5:30 PM</td>
</tr>
<tr>
<td>Minutes run per week</td>
</tr>
</tbody>
</table>
This change will not decrease my productivity because I’ll be more focused the rest of the day.

This change will not decrease my hours of sleep because I’ll still go to bed at a reasonable hour.

Do

Describe what actually happened when you ran the test:

Leaving work at 5:30 PM feels great and doesn’t seem to be causing problems.

Study

Describe the measured results and how they compared to the predictions:

I left work by 5:30 PM twice and ran 35 minutes each time. I slept at least eight hours every night. My work productivity did not decrease. My overall minutes spent running increased.

Act

Describe what modifications to the plan you’ll make for the next cycle, based on what you learned:

The changes are working, so next week I’ll try to leave work by 5:30 PM four times.