

PDSA Worksheet for Testing Change

Summary of PDSA Testing

PDSA is a four-step systematic improvement testing process:

- 1) **Plan** – Identify the improvement opportunity or problem, clarify the improvement aim, investigate the causes (if solving a problem), select and prioritize needed changes for improving.
- 2) **Do** – Develop a testing work plan to test the solutions. Establish the metric for measuring improvement. Identify and assign tasks. Communicate with stakeholders.
- 3) **Study** – Monitor the test, gather metric data, keep a log of what did or did not work.
- 4) **Act** – Review the data gathered, and evaluate test results. Memorialize changes that resulted in improvement into operational standards.

QI Project Title: _____ **Date:** _____

Work Group/PDSA Test Lead _____

IMPORTANT -- If you have completed a Project Brief, skip this section and proceed to 1F, *Test the Change*.

1. Plan

Identify the problem or opportunity: What is the problem or opportunity? Why are you trying to address this issue?

1A. Clarify the Aim of this QI project: What is supposed to happen?

1B. Identify the improvement metric: What metric will you use to measure improvement? Be specific to ensure consistency (apples to apples) over time. Examples of specific metrics include process time, lead-time, cost, user satisfaction, etc.

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1C. Identify the baseline: What is the current value of the metric?

1D. If you are addressing a problem, what do you think are the root causes?

1E. Prioritize the recommended solutions or changes that are needed to improve. What are the most important changes needed for improvement?

1.F Test the Change

Test of Change # _____ (1,2,3 etc.) **Test duration:** _____
Start date - Complete date

Who is responsible for leading this test of change? _____

Describe the change that you will test in this PDSA cycle (select from 1E):

1G. Develop a test work plan: Complete the work plan below to plan and carry out this test.

#	Task	Deliverable	Lead	Due Date
1				
2				
3				
4				
5				

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1H. Build knowledge: What is your hypothesis or prediction for this test? What is your reasoning for this prediction?

2. Do

Implement the change. Run your test. Note/describe what happened. Collect the metric data. What did the gathered data indicate about the change (e.g. the proposed solution)?

3. Study

Analyze results of the test. Describe how the measured results compared with your prediction. Was your prediction correct? What, specifically, did you learn?

4. Act

Determine your path forward for this change: Select one of the three options below. Describe the next steps for this problem or opportunity.

- *Adapt:* The change has potential. Use what you learned to modify the change and repeat the test.
- *Adopt:* The change resulted in improvement. Incorporate the solution into your process. Modify your procedures and standards accordingly
- *Abandon:* The change did not work and does not have potential.