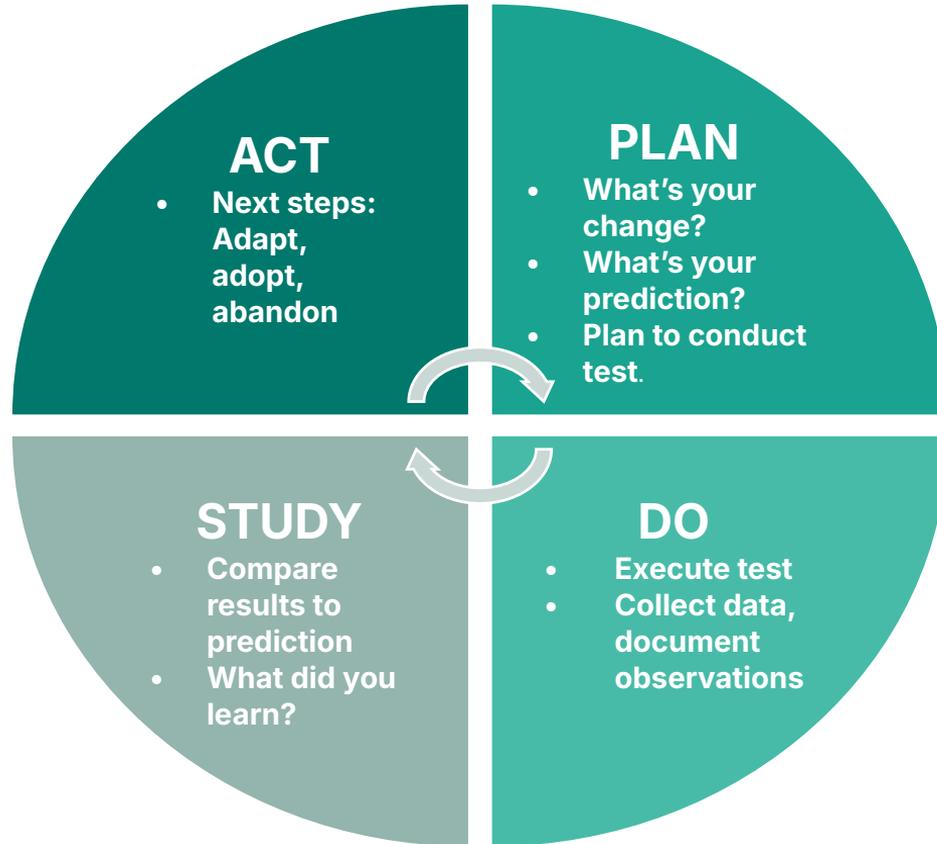


PDSA REFLECTIVE ANALYSIS TOOL

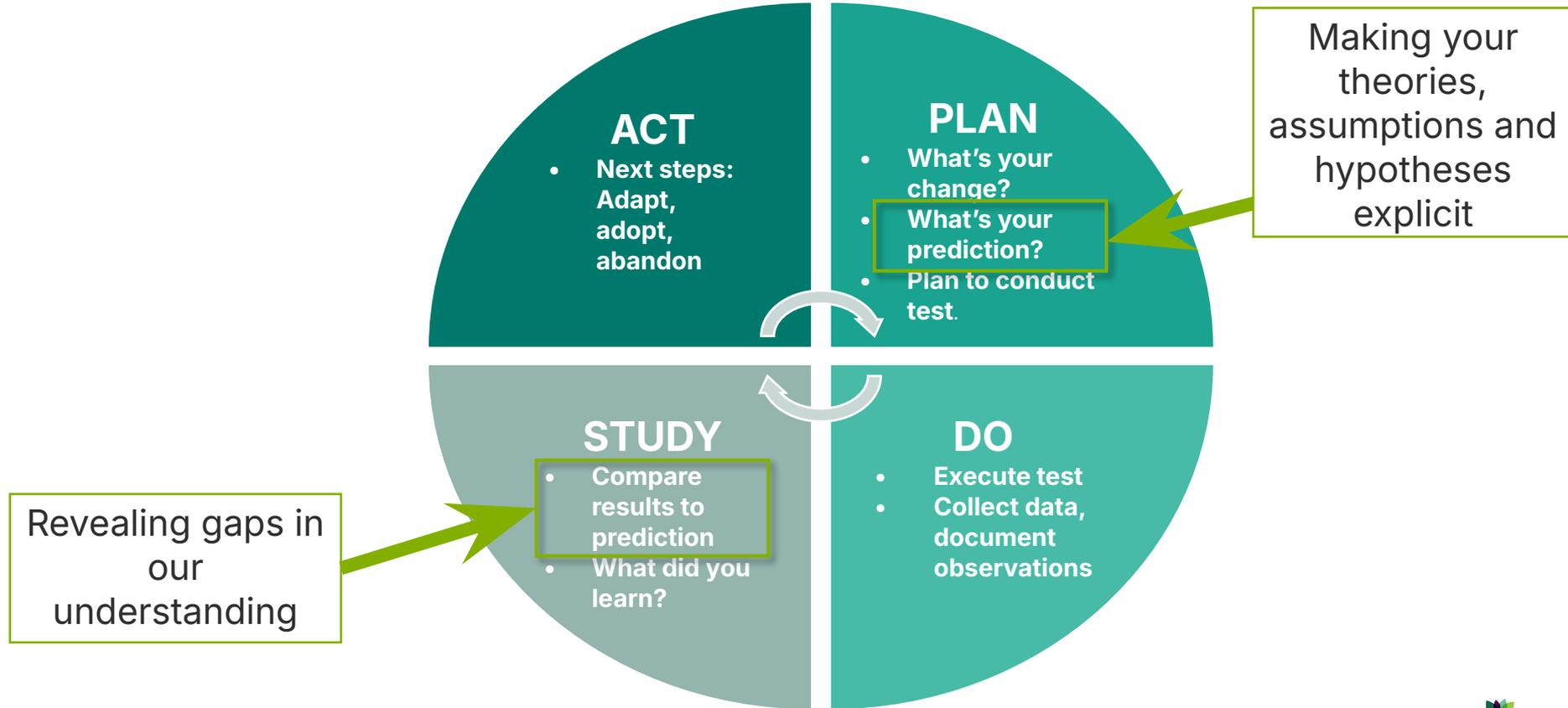
TAKING A CRITICAL EYE TO YOUR LEARNING CYCLE



The Plan-Do-Study-Act (PDSA) Cycle



The Plan-Do-Study-Act (PDSA) Cycle



The Plan-Do-Study-Act (PDSA) Cycle

TEAM [*team name*]
PDSA #1 for [*title of change idea*]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [<i>change idea as verb</i>], then it will impact [<i>secondary driver</i>] by [<i>expected effect</i>], which in turn will lead to improvement in [<i>primary driver</i>].		

1) PLAN			3) STUDY	
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.	What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.	
			→	
			→	
			→	
Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.			What is a summary of your learning?	

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)	4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



ANATOMY OF A PDSA

TEAM [team name]
PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.
Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.		

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.
What is a summary of your learning?

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



STEP 1: Articulate your change idea

TEAM [Teacher Name]

PDSA #1 for [Title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.
Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.		

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.
→
→
→
What is a summary of your learning?

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



STEP 1: Articulate your change idea

TEAM [Teacher Name]

PDSA #1 for [Title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN

3) STUDY

Checklist for STEP 1

- Is the change idea clear, specific and narrow in scope?
- Is the change idea grounded in evidence from either scholarly or practitioner expertise?
- Is the change idea clearly connected to the theory (aligned to a driver) or do you have a compelling reason to believe that it will lead to improvement?
- Is the goal of the test clear (the intended outcome is specifically related to the implementation of the change idea)?
- Is there capacity, time and resource to test this change idea NOW?

the results? Comment on your in the rows below. Were they correct? data summaries as well.

Summary of your learning?

adapt or abandon the change. Include the next cycle; what will you do next?)



PLAN YOUR PDSA

TEAM [*team name*]
PDSA #1 for [*title of change idea*]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change	<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; font-weight: bold;">STEP 2: Describe what and how you will learn from the test</div>		
What is the c			
Hypothesis S	improve	in [<i>primary driver</i>].	<i>secondary driver</i>] by [<i>expected effect</i>], which in turn will lead to

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.

Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.
What is a summary of your learning?

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



PLAN YOUR PDSA

TEAM [team name]
PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change	STEP 2: Describe what and how you will learn from the test		
What is the c			
Hypothesis S			
	improve	[primary driver].	secondary driver]

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.

Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.

--

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

--

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)

--

Checklist for STEP 2

- What do you hope to learn from this test? (Questions)
- What do you predict will happen? (Predictions)
- What quantitative and/or qualitative data will you collect and what measurement tool will you use to collect it? (Data)



PLAN YOUR PDSA

TEAM [team name]
PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.

STEP 3: Create a clear, actionable plan for testing.



Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will modifications and/or decisions)

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.

Checklist for STEP 3

- Who will test the change idea?
- What will that person/people do?
- When will they do it?
- Where will it happen?
- What resources or materials are needed?



DO YOUR PDSA

TEAM [team name]
PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.
Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.		

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.
What is a summary of your learning?

Record what happened

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



DO YOUR PDSA

TEAM [team name] PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN

Questions: Questions you have about what will happen during your test?

Predictions: Make a prediction for each question. Not optional.

Data: Data you'll collect. Predictions, qualitative or quantitative.

Questions	Predictions	Data

Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.

Record what happened

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

--

3) STUDY

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)

--

Checklist for the DO step

- Did you carry out the plan as intended? If not, what went differently, and why?
- What exactly happened during the test?
- Did you collect all of the data you intended to collect?
- Did you document objective and descriptive observations as you conducted the test?



STUDY YOUR PDSA

TEAM [team name]
PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] improvement in [primary driver].		

Reflect on learning

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.
Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.		

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.
What is a summary of your learning?

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



DO YOUR PDSA

TEAM [*team name*]
PDSA #1 for [*title of change idea*]

Checklist for the STUDY step

- How does the data support or disprove your predictions?
- How do your results connect to your hypothesis about the change idea?
- What specifically did you learn from this test?
- What new questions came up for you as a result of the test?

Date:	
Primary Driver:	

Reflect on learning

3) STUDY

What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.

What is a summary of your learning?

	optional.	quantitative.

Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



ACT ON YOUR PDSA

TEAM [team name]
PDSA #1 for [title of change idea]

Tester Name:		Date:	
Primary Driver:		Secondary Driver:	
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], then it will impact [secondary driver] by [expected effect], which in turn will lead to improvement in [primary driver].		

1) PLAN		
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.	Data: Data you'll collect to test predictions, qualitative and quantitative.
Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.		

3) STUDY
What were the results? Comment on your predictions in the rows below. Were they correct? Record any data summaries as well.
What is a summary of your learning?

Decide on next steps

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)



TEAM [team name]
PDSA #1

Tester Name:			
Primary Driver:			
What change is being tested?			
What is the overall GOAL of the test?			
Hypothesis Statement	If I/we [change idea as verb], improvement in [primary driver]		

1) PLAN	
Questions: Questions you have about what will happen during your test?	Predictions: Make a prediction for each question. Not optional.

Logistics: Describe the who/what/when/where of the test. Include supplies and materials needed.	What is a summary of your learning?

2) DO (Briefly describe what happened during the test, surprises, difficulty getting data, obstacles, successes, etc.)	4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)

Checklist for the ACT step

- Based on your learning, do you think you should continue pursuing this change idea? Why or why not?
- Based on your learning, what are you going to try next?
- Do you have sufficient data from the test to surface learnings and next steps, or should you test the same change again before adapting?
- If you are adapting the change idea, how might you modify it for the next cycle? Why?
- If you are abandoning the idea, what will you try instead? Why?

Decide on next steps

4) ACT (Describe if you will adopt, adapt or abandon the change. Include modifications and/or decisions for the next cycle; what will you do next?)

