**PDSA WORKSHEET**

<table>
<thead>
<tr>
<th>Full School/District Name:</th>
<th>Date of test:</th>
<th>Test Completion Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which domain does this test? (e.g., Resource Mapping)</td>
<td></td>
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</tr>
<tr>
<td>What is your overall goal? (e.g., “We’d like to develop a district resource map that includes community partners.”)</td>
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</tr>
</tbody>
</table>

**PLAN**

What questions do you want this PDSA to answer?

Briefly describe the test:

What do you predict will happen?

<table>
<thead>
<tr>
<th>List the tasks necessary to complete this test (what)</th>
<th>Person responsible (who)</th>
<th>When</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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</tbody>
</table>

How will you know that the change is an improvement? Plan for collection of data:

**DO:** Test the changes.

Was the cycle carried out as planned? Yes □ No

What happened?

What did you observe that was not part of our plan?

**STUDY:**

Did the results match your predictions? Yes □ No

How did these results compare to prior changes you’ve made?

What did you learn?

**ACT:** Decide to Abandon, Adapt, Adopt

- **Abandon:** Discard this change idea and try a different one.
- **Adapt:** Improve the change and continue testing.
  Describe what you will change in your next PDSA
- **Adopt:** Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability
**PDSA WORKSHEET – SAMPLE**

<table>
<thead>
<tr>
<th>Full School/District Name: <strong>Pittsford CSD</strong></th>
<th>Date of test: <strong>2/1/18</strong></th>
<th>Test Completion Date: <strong>3/1/18</strong></th>
</tr>
</thead>
</table>

**Which domain does this test? (e.g., Resource Mapping)**

**System Marketing & Promotion**

**What is your overall goal? (e.g., "We’d like to develop a district resource map that includes community partners.")**

Disseminate SHAPE findings to our community

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**PLAN**

What questions do you want this PDSA to answer?

**How can we communicate the results of our SHAPE work so that we can ultimately share with district partners (e.g., BOE, superintendent, etc)**

Briefly describe the test:

**Draft SHAPE report for eventual share-out**

What do you predict will happen?

**We will have a SHAPE report to share with key district partners**

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**PLAN**

<table>
<thead>
<tr>
<th>List the tasks necessary to complete this test (what)</th>
<th>Person responsible (who)</th>
<th>When</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Aggregate SHAPE data into Word doc outline</td>
<td><em>Melissa</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Draft logistical information about each domain</td>
<td><em>Melissa</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Draft results of each domain</td>
<td><em>Pat</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Draft initial recommendations</td>
<td><em>Pat</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Meet to review draft</td>
<td><em>Pat, Melissa</em></td>
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</tbody>
</table>

How will you know that the change is an improvement? Plan for collection of data:

**We will have a drafted SHAPE report to improve**

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**DO:** Test the changes.

Was the cycle carried out as planned?  

*Yes*  

What happened?

**We were able to complete a full draft of our SHAPE report**

What did you observe that was not part of our plan?

**We realized that we also wanted our SHAPE team to review draft before dissemination**

**STUDY:**

Did the results match your predictions?  

*Yes*  

How did these results compare to prior changes you’ve made?

**We were able to create a draft of a useful report in a timely fashion**

What did you learn?

**We need to be very concrete in our language while communicating outside of our SHAPE team**

**ACT:** Decide to Abandon, Adapt, Adopt

- [ ] **Abandon:** Discard this change idea and try a different one.

- **X** **Adapt:** Improve the change and continue testing.
  
  Describe what you will change in your next PDSA:  
  **We will create a final draft and share with SHAPE team**

- [ ] **Adopt:** Select changes to implement on a larger scale and develop an implementation plan and plan for sustainability