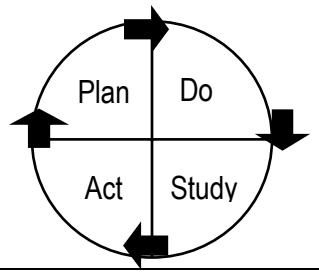


PDSA WORKSHEET

Full School/District Name:	Date of test:	Test Completion Date:
Which domain does this test? *(e.g., Resource Mapping)*		
What is your overall goal? *(e.g., "We'd like to develop a district resource map that includes community partners.")*		

PLAN

What questions do you want this PDSA to answer?

Briefly describe the test:

What do you predict will happen?

PLAN

List the tasks necessary to complete this test (what)	Person responsible (who)	When	Where
1.			
2.			
3.			
4.			
5.			

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?

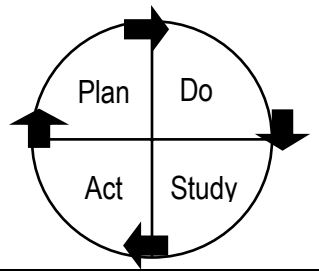
What did you learn?

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

Full School/District Name: ***Pittsford CSD***	Date of test: ***2/1/18***	Test Completion Date: ***3/1/18***
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**		

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

PLAN

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

How will you know that the change is an improvement? Plan for collection of data:
We will have a drafted SHAPE report to improve

DO: Test the changes.

Was the cycle carried out as planned? **x** Yes ☐ No

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? **x** Yes ☐ No

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 communiating outside of our SHAPE team

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: **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