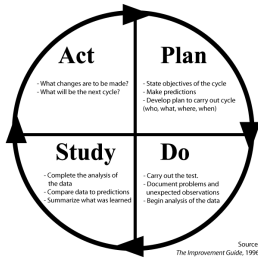


Plan-Do-Study-Act Record

DATE:



Change Idea to ____ test or ____ implement

Which change idea from the change package are you testing?

PLAN

Questions: What do we want to know?

Predictions: What do we think will happen?

Plan for Change or Test: who, what, when, where. What are we going to do to make our test happen?

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

Plan for Collection of Data: who, what, when, where. How will we compare predictions to actual?

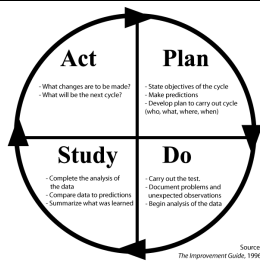
DO: carry out the change or test; collect data and begin analysis; describe the test

STUDY: complete analysis of data; summarize what was learned.

ACT: are we ready to make a change? Plan for the next cycle.

Plan-Do-Study-Act Record

DATE:



Change Idea to ____ test or ____ implement

PLAN

Questions: What do we want to know?

Predictions: What do we think will happen?

Plan for Change or Test: who, what, when, where. What are we going to do to make our test happen?

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

Plan for Collection of Data: who, what, when, where. How will we compare predictions to actual?

DO: carry out the change or test; collect data and begin analysis; describe the test

STUDY: complete analysis of data; summarize what was learned.

ACT: are we ready to make a change? Plan for the next cycle.