



PDSA Tip Sheet

FACILITY NAME: _____

DATE: _____

QI PROJECT NAME: _____

QI PROJECT PHASES	ACTIVITIES	KEEP IN MIND
Plan	Make a plan for the change, collect baseline data, plan to carry out the cycle (who, what, where, when)	Brainstorming, multivoting
Do	Carry out the plan, document problems and unexpected observations, continue to monitor data	Flowchart, run chart
Study	Complete the analysis of the data, compare data to predictions, summarize what was learned	Fishbone diagram, pareto chart, control chart, histogram
Act	What changes are to be made? Develop ongoing evaluation/monitoring, next cycle?	Flowchart, brainstorming