**PDCA Form Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name |  |

|  |
| --- |
|  |

 |  |
| Project Lead |  |  |  |
| Team Members |  |  |  |  |  |
| Name | Title |  |  |
|  |  |  |  |
|  |  |  | **A circular diagram with text on it  Description automatically generated** |
|  |  |  |  |
|  |  |  |  |
| Problem Statement |  |  |  |  |
|  |
| Current State |  |  |  |  |  |
|  |
| Plan |  |  |  |  |  |
| Goals |
|  |
| Measures |
|  |
| Proposed Solutions |
|  |
|  |  |  |  |  |  |
| Action Plan |
| **Task** | **Owner** | **Start Date** | **End Date** | **Location / Test Population** | **Expected Outcomes** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do |  |  |  |  |  |
| Completed Actions and Data |
|  |
| Check |  |  |  |  |  |
| What Worked? |
|  |
| What Didn't Work? |
|  |
| Data Review |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Act |  |  |  |  |  |
| Adopt, Adapt, or Abandon the Changes? |
|  |
| Next Steps |
|  |

|  |
| --- |
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