**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12190&utm_source=template-word&utm_medium=content&utm_campaign=Blank+PDCA+Form-word-12190&lpa=Blank+PDCA+Form+word+12190)PDCA Form Template**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | |
|  |  | |  |  | |  | |  | |
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| --- | --- | --- | --- | --- | --- |
| 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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