

# SAMPLE COMPLETED TEMPLATE

## PDSA QUALITY IMPROVEMENT CYCLE

This template guides you through the steps of completing a PDSA cycle and serves as documentation of the process for the purpose of the RPE grant.

PLAN		
<i>Collaborate with others to identify a clear desired outcome. Brainstorm multiple changes that could be made to reach that outcome then choose a single change to implement.</i>		
<b>Purpose of Cycle/Desired Outcome:</b> <i>What you want to achieve</i>	Improved group interaction among the tenth graders in Coach Simmons class	
<b>Possible changes that could be made to reach desired outcome:</b>	Do icebreakers at the beginning of sessions, ask participants to help distribute program material, facilitator greets each participant individually as they enter, move desks to a U shape	
CHANGE		
<b>Change being implemented:</b>	Facilitator (Chandler) greets each participant individually as they enter room	
<b>How/where it is being implemented:</b>	Chandler will stand at the room entrance, right outside the door, and greet each participant as they enter	
<b>With whom it is being implemented:</b>	Students in Coach Simmons class	
<b>When it is being implemented:</b>	6/29 – 7/13/2020	
<b>Length it is being implemented:</b>	3 sessions	
DATA		
<b>List of data needed to test the solution:</b> <i>What information needs to be examined/collected to show if the change had an effect?</i>	Attendance, number of completed activities, approximate length of time of open-ended discussions, feedback from Coach Simmons about interaction level	
<b>In your internal planning, be sure to consider:</b>		
<ul style="list-style-type: none"> <li>• How, when, and where the data will be collected</li> <li>• Who will collect the data</li> <li>• How the data will be analyzed and by whom</li> </ul>		
DO		
<i>Make the change, collect the data, and take notes of any issues/circumstances that may impact the outcome. Use the chart below to solidify and assign action steps. You may add/delete rows, as necessary.</i>		
Action Step	Person(s) Assigned	Date Completed
Review existing programmatic data (attendance, completed activities, length of time of open ended discussions)	Noel and Chandler	June 12
Greet participants at door as they enter room	Chandler	June 29, July 6, July 13
Collect data (attendance, completed activities, length of time of open ended discussions, note circumstances)	Chandler	June 29, July 6, July 13
Collect feedback from Coach Simmons	Chandler, Coach Simmons	July 13
Analyze Data	Noel and Chandler	July 27-29
Group Debrief	All team members	July 31

STUDY	
<b>Brief overview of data analysis:</b>	Examine attendance and the number of completed activities throughout the three week cycle, taking into account that the basketball players were out and that spring break may have effected things. Reflect on how long the open ended discussions last and think through the depth of the discussion, and examine feedback from Coach Simmons about how the interaction levels have been over the last three weeks.
<b>Summary of findings:</b>	While attendance was down, the % of completed activities increased and the open ended discussions were generally more in depth then they had been previously.
<b>Did the change help you reach the desired outcome? (Yes/No)</b>	Yes
<b>Lessons learned:</b>	Arrive at the school 10 minutes earlier to account for the set-up time needed to be able accommodate greetings.
ACT	
<b>Will you adopt or abandon the tested solution?</b>	Adopt
<i>Decide if there is another step you can take to improve quality and repeat the cycle!</i>	