

Worksheet for improvement team

Aim: (overall goal you wish to achieve)

Every goal will require multiple smaller tests of change

| Describe your first (or next) test of change: | Person responsible | When to be done | Where to be done |
|---|--------------------|-----------------|------------------|
| | | | |

Plan

| List the tasks needed to set up this test of change | Person responsible | When to be done | Where to be done |
|---|--------------------|-----------------|------------------|
| | | | |

| Predict what will happen when the test is carried out | Measures to determine if prediction succeeds |
|---|--|
| | |

Do

Describe what actually happened when you ran the test

Study

Describe the measured results and how they compared to the predictions

Act

Describe what modifications to the plan will be made for the next cycle from what you learned