|  | WORKSHEET PDSA Cycle Progress Sheet |
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|  | PURPOSE  This sheet is used to monitor progress as you complete your PDSA cycle. After completing this progress sheet, you will have a record of what you did, the information you studied, and what you will use from your PDSA cycle.  When to Use  Use this tool during the process of completing a PDSA cycle.  Who Uses  UBT members.  How to Use  Provide your team with a copy of the PDSA Cycle Progress Sheet. Make sure team members complete this sheet and monitor progress as they complete the PDSA cycle. |
|  | |  | | --- | | PLAN | | **Complete this part after you decide on the test or observation, including a plan for collecting data.** | |  | | DO | | **Complete this part as you carry out your cycle. Keep notes on what happens. Before completing this map, be sure you are clear on your plan, then move to the do, study and act steps.** | |  | | STUDY | | **Complete this part after you have finished your cycle, having gathered your data and reflected on what happened. Include expected and unexpected results.** | |  | | ACT | | **Record what you will use from this cycle or what you will do differently next time. What other tests or cycles will you do?** | |  | |