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|  **Step 1: PLAN**What do you plan to do/achieve |  |
| **Step 2: DO**Outline the steps you will undertake |  |
| **Step 3: STUDY**What did you observe? |  |
| **Step 4: ACT**Will you adopt, adapt or abandon this change? |  |

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| **Any other information?**Examples: notes, screenshots, graphs, context information, resources, Brainstorming  |
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|  **Questions, Links and information:** * What is a smart goal?: [SMART Goals Cheat Sheet](https://www.practiceassist.com.au/PracticeAssist/media/ResourceLibrary/Quality%20Improvement/SMART-Goals-Cheat-Sheet.pdf)
* How to document a PDSA? [Guide to documenting a QI activity as a PDSA](https://www.practiceassist.com.au/PracticeAssist/media/Toolkit/Guide-to-documenting-a-QI-activity-as-a-PDSA-230830.pdf)
* Does this need to be documented in a PDSA or can it be captured in a QI log?[Identifying and undertaking QI activities using PDSAs](https://www.practiceassist.com.au/PracticeAssist/media/Toolkit/Identifying-and-undertaking-QI-activities-using-PDSAs-230830.pdf)
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