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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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