## PDSA Planning Worksheet

**Question** | **Your Plan**
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**What is your planned change?** (Example: Your PDSA aim and goal is to increase the number of diabetic patients receiving foot exams from 20 to 50% in the next three months. Your plan involves having the nurse who rooms the diabetic patient to ask them to remove their shoes and socks.) | Our planned change is: **Our predicted outcome is:**

**What outcome do you predict?** (Example: We predict that every diabetic patient seen during the timeframe of this cycle will receive a foot exam.) | **We will implement the change in the following time frame:**

**When will you implement the change?** (Example: The change will be implemented over the month of September.) | **We will implement the change in the following location:**

**Where will you implement the change?** (Example: We will implement this change in one of our clinics.) | **We will involve the following patient population:**

**Which patients will be involved?** (Example: My patients with a known diagnosis of diabetes and scheduled appointments in the next month.) | **The following members of the team will implement the change:**

**Who will implement the change?** (Example: the medical assistant, who pulls the charts for next day appointments, will tag the charts of diabetic patients with a sticky note reminder about foot exams; my nurse will be responsible for asking diabetic patients to remove their shoes and socks.) | **The following members of the team will be involved in measuring the change by:**

**How will you measure the change?** (Example: The physician will give the sticky note reminder to the medical assistant with a plus written on it if the shoes and socks were removed and a minus if they were not.) | **We will track and communicate the results of our planned change by:**

**How will you help the team track the change?** (Example: The medical assistant will provide a verbal update every week and create a run chart that is displayed in the staff conference room.)