| **PDSA**  **Step** | **Topic** | **Owner** | **Steps – Action Items** | **Evaluation of Effectiveness** |
| --- | --- | --- | --- | --- |
| Plan | Communication Plan initiated |  | 1. Communication template  2. Develop message to pass to stakeholders about project  3. Disseminate information to stakeholders |  |
| Form the Team |  | 1. Invite key stakeholders to join the team  2. schedule team meeting  3. prepare for the meeting |  |
| Review the current state with a Root Cause Analysis Tool |  | 1. Designate team member(s) to review charts for the last 5 events or last 5 patients at risk with a process discovery tool/roadmap or use other RCA tool |  |
| List the areas for improvement |  | 1. Team reviews the opportunities from the process discovery tool |  |
| Prioritize the problem to solve using the priority matrix |  | 1. Use the priority matrix or other method to select the priority problem to solve |  |
| Brainstorm Solutions for the priority problem |  | 1. Use one of the brainstorming methods to solve the priority problem. |  |
| Prioritize the solution to implement using the prioritization matrix |  | 1. Use the priority matrix or other method to select the priority solution to solve the problem |  |
| Review and problem solve for any barriers |  | 1. List and solve for any potential barriers or resistance to implementing the priority problem solution. |  |
| Develop Action Plan for implementing Solution |  | 1. Use the Action plan template to list steps for implementing the priority solution |  |
| Develop Data Collection Plan |  | 1. Team decides on data to collect. 2. Frequency of data collection 3. Instructions for collecting data for the auditors 4. Method to display project data and location |  |
| Do | Conduct Training |  | 1. Train all stakeholders on the new process or change |  |
| Implement Solution |  | 1. Implement the priority solution |  |
| Act  Study | Collect Surveys or Data |  | 1. Collect the data and assimilate into a useable format |  |
| Review Data for opportunities for improvement |  | 1. Review data for any opportunities to improve the priority solution |  |
| Adjust implemented solution based on feedback |  | 1. Improve the current solution based on feedback |  |
|  | Implement improved solution |  | 1. Implement the improved solution |  |
|  | Celebrate wins with each accomplished goal |  | 1. Time to party 😊 |  |