

PLAN • DO • STUDY • ACT

Test of Change Worksheet

For Teams from Tennessee Colleges & Universities

A continuous-improvement tool grounded in the PDSA cycle

About this worksheet

The Plan-Do-Study-Act (PDSA) cycle is a disciplined method for testing a change on a small scale before spreading it more widely. Use this worksheet to describe the change your team will test, predict what will happen, run the test, study the results, and decide what to do next. One worksheet should cover one complete PDSA cycle. Multiple cycles may be required to reach your aim.

Team Information

Institution (College / University) _____	Campus or Department _____
Team / Project Name _____	PDSA Cycle Number _____
Team Lead (Name & Role) _____	Email / Phone _____
Team Members (name, role, department) _____ _____ _____	

Overall Aim

State what your team is ultimately trying to achieve. Include a population, measure, and timeframe when possible (e.g., "Increase first-year retention from 74% to 82% by May 2027").

Aim Statement _____ _____
--

P**PLAN — What are we going to test, and how?**

1. What change are we testing? Describe the specific change and why your team believes it will lead to improvement.

2. What question are we trying to answer with this test? (e.g., "Will adding mid-semester advising check-ins increase course completion?")

3. Predictions — what do we expect to happen, and why?

4. Who, what, when, where? Describe the people involved, scope, start/end dates, and location(s).

5. What data will we collect? (outcome measure, process measure, balancing measure)

6. Who is responsible for each task? (assignments, approvals, IRB/data permissions if needed)

D**DO — Run the test and record what happened**

7. Date(s) the test was actually carried out:

8. What did we do? Describe the test as it actually happened, step by step.

9. What went according to plan?

10. What did NOT go as planned? (unexpected events, workarounds, problems)

11. Data collected during the test (numbers, observations, quotes, attach supporting docs)

S**STUDY — Analyze the data and compare to the prediction**

12. Summary of results (what do the data show?)

13. How do the results compare to our predictions?

14. What did we learn about the change itself?

15. What did we learn about our measurement system or process?

16. Any unintended consequences — positive or negative? (equity impact, student experience, workload)

A**ACT — Decide what to do next****17. Based on what we learned, our next step is to:**

- ☐ ADOPT the change — it worked; we will implement it more broadly.
- ☐ ADAPT the change — it showed promise; we will modify and test again.
- ☐ ABANDON the change — it did not work; we will try a different idea.
- ☐ Run another test cycle before deciding.

18. Rationale for the decision above:**19. If ADAPT or another cycle: what specifically will we change for the next PDSA?****20. If ADOPT: what is the plan for scaling or sustaining? (who, what, when, training, communication)****21. How and when will we share our learning with others (within our institution, across TN institutions)?**

Planner for the Next PDSA Cycle

Capture the shape of your next cycle while insights are fresh. Start a new worksheet when you are ready to run it.

Next Cycle #

Target Start Date

Change to test next:

Prediction:

Data we will collect:

