PDCA Worksheet

Project: Date:

ENGINEERING POSSIBILITIES

Plan

Plan your test and describe your data collection plan

Describe the change being tested

What do you expect will happen?

Outline the required resources (people, budget, timeline, etc)

Describe your data collection plan

Check

Analyze the results

Complete data analysis

What outcome did the change produce?

What suprises or unexpected results occurred?

Summarize learnings

Do

Run your test on a small scale

Describe what happened during the test, unexpected results

Collect appropriate data

Act

Create the next course of action - Adopt, Adapt or Abandon

Next Actions