**Intervention Title:**

**Team Leader:**

**Department:**

|  |  |  |  |
| --- | --- | --- | --- |
| **PDCA** | **Actions/Tasks** | **Timeframe** | **Status** |
| **PLAN**  • ***Plan your improvement,***  ***assign tasks to members with timeframe*** • ***Plan your data collection*** |  |  |  |
| **DO**   * ***Implement your***   ***actions***   * ***Collect your data*** * ***Educate and train*** |  |  |  |
| **CHECK**  • ***Compare your***  ***results with the baseline data*** • ***Monitor your change consequences*** |  |  |  |
| **ACT**   * ***If the outcome is achieved, implement and maintain your improved actions*** * ***If the outcome is not achieved, re start the PDCA cycle with new actions*** |  |  |  |

Attachments:

Quality tools used (example: Fish bone diagram, Pareto, Process map, 5 S model etc…)

Baseline and implementation Data report (example Run chart, Control Chart, Pie, etc….)