**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….)