

PDCA Worksheet

You do not have to complete this worksheet. It is only a tool to help you brainstorm an idea and plan your project if you need help. This is NOT the PDCA Planning Form that you submit. The electronic form you submit is accessed by clicking the link in my email to you.

PDCA Projects allow an instructor to test an idea, innovation, or teaching strategy in one or more classes and make improvements accordingly, before deciding whether the idea should be adopted across the board.

The Plan–Do–Check–Act Procedure involves these steps:

Plan: Recognize an opportunity and plan a change.

Do: Test the change.

Check: Review what you did, analyze the results, and identify what you've learned.

Act: Take action based on what you learned. If the change did not work, consider alternate modifications and test this new plan with a future PDCA Project. If you were successful, incorporate what you learned from the test into wider changes. Use what you learned to plan new improvements and identify your next idea to test.

Is your PDCA Project a brand new project or a continuation of a previous semester's project?

In what sections will you implement your plan?

Describe the new idea, innovation, or teaching strategy you PLAN to test:

Describe the previous PDCA Project idea you PLAN to continue to test:

Explain what you will DO to test a change to the idea mentioned above:

Explain how you will CHECK whether the change worked including a description of how you will analyze the results:

Describe any support you will need from the College to implement your plan (additional funding, approvals, travel requests, etc.). Please include the projected amount for all monetary expenditures.