The Plan-Do-Check-Act Cycle (PDCA)

Act

- What changes are to be made?
- What will be the objective of the next cycle?

Plan

- State objective of the test
- Make predictions
- Develop plan to carry out the test (who, what, where, when)

Check

- Complete the analysis of the data
- Compare test data to predictions
- Summarize what was learned

Do

- Carry out the test
- Document problems and unexpected observations
- Begin analysis of the data

Adapted from The Improvement Guide: A Practical Approach to Enhancing Organizational Performance. Langley, Nolan, Nolan, Nomen, & Provost 1996.