

Plan-Do-Study-Act Form				
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Event/Program Title (e.g. "Question ticket 2.0"):				
Site:				List the role and responsibilities for each staff
Is it reoccurring?:		GEAR UP Staff:		
Date(s):		Additional Staff:		
Desired outcomes:		What grant objective is being addressed?:		
		* Identify the reason or basis for choosing this change idea: Research evidence? Best practice learned from colleagues? Design thinking to develop solutions?		
		** Identify your overall goal: To make something work better? Learn more about how a change idea works? Test a change idea in a new context?		
1. PLAN			2. DO	
Questions you have about what will happen. What do you want to learn?	Predictions for each question. What do you think will happen? <b>**Focus predictions on the possible failures</b>	Data you'll collect to test predictions:		Briefly describe what happened during the event/program -- surprises, difficulty getting data, successes, obstacles, etc.
			→	
			→	
			→	
			→	
Details -- Describe the who/what/when/where of your data collection plan:				What did you learn? Summarize the main findings this test uncovered:
3. STUDY			4. ACT	
Results. Record results below. Discuss how they compare to your predictions.				What will you do next -- adopt, adjust or abandon this change idea? Describe modifications and/or decisions for the next cycle:
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