Site Name:       Date:       Q1  Q2  Q3  Q4

Contact Information:

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| **Aim:** (overall goal you wish to achieve) *Every goal will require multiple smaller tests of change* | | | |
|  | | | |
| ***Plan*** (Describe briefly and concisely) | | | |
| Who will implement the change? | Where will change occur? | | |
| When will this change happen? | Tools needed to support change? | | |
| What specifically will take place? |
| List the tasks needed to test this change. | Person responsible | When to be done | Where to be done |
|  |  |  |
| What do you think will happen when you make the change? | How will you know that your change has been successful? What data or information will you need? | | |
| ***Do*** Describe what actually happened when you ran the test. How long did the test run. How much was done? | | | |
|  | | | |
| ***Study*** Describe the measured results and how they compared to the predictions | | | |
|  | | | |
| ***Act*** Describe what you learned and what you will do next: Adapt this change and retest (what will you refine?); Adopt this change and test on a larger scale (describe?); or Abandon (why?). | | | |
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