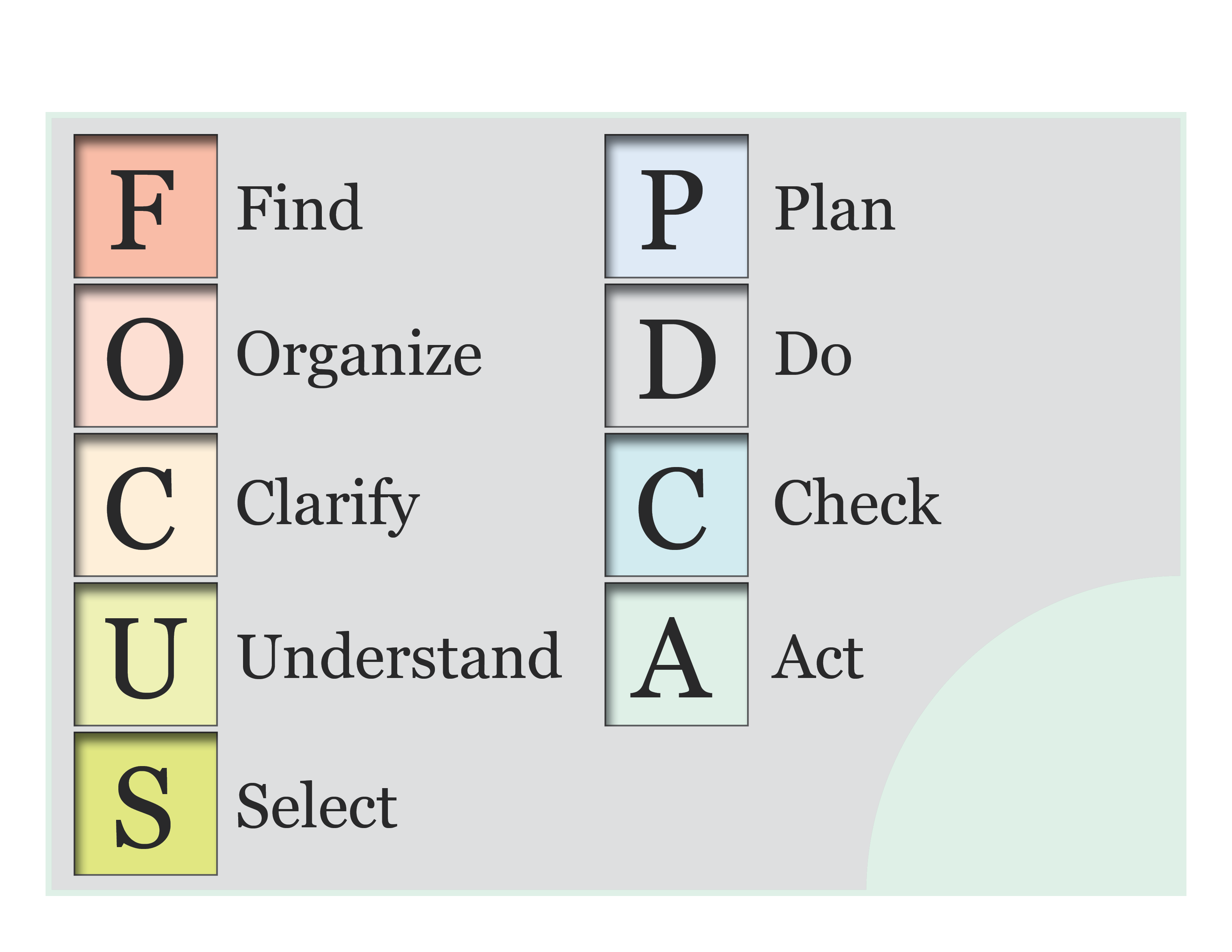
**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12190&utm_source=template-word&utm_medium=content&utm_campaign=FOCUS+PDCA+Worksheet-word-12190&lpa=FOCUS+PDCA+Worksheet+word+12190)FOCUS PDCA Worksheet Template**

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| --- | --- | --- | --- |
| **F** | **Find a Problem or Improvement Opportunity** | | |
| *Study customer surveys, employee feedback, performance data, etc. to identify issues and create a prioritized list.* | | |
|  | | |
| **O** | **Organize a team** | | |
| **Name** | **Role** | **Contact Information** |
|  |  |  |
|  |  |  |
|  |  |  |
| **C** | **Clarify Current Knowledge of the Problem** | | |
| *After identifying a high-priority issue to focus on, write a clear problem statement. Attach a process map to illustrate the issue.* | | |
|  | | |
| **U** | **Understand the Root Causes** | | |
| *Gather information and conduct a root cause analysis. Attach any relevant tools, such as a fishbone diagram* | | |
|  | | |
| **S** | **Select an Improvement Strategy** | | |
| *Identify potential solutions and describe the rationale for each intervention.* | | |
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| P | **Plan the Improvement** | | | |
| *Define objectives, measures, and an action plan for implementing the improvements.* | | | |
| **Activities** | **Owners** | **Dates** | **Expected Impact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| D | **Implement the Plan** | | | |
| *Record observations, setbacks, and results.* | | | |
|  | | | |
| C | **Check the Results** | | | |
| *Evaluate the plan's effectiveness and determine whether adjustments are needed by comparing the results to predicted outcomes. Attach data reports or graphs to demonstrate your analysis.* | | | |
|  | | | |
| A | **Standardize the Change** | | | |
| *If the plan worked, standardize the intervention. If not, refine the intervention or select a new one to test.* | | | |
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| --- | --- |
| Next Steps | |
|  | |
| Lessons Learned | |
|  | |
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