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| --- |
| **PLAN**  |
| **PLAN** | **Aim** | **Ideas** | **Measures** |
| **What are we trying to test, change, or accomplish?**  | **What** change will we make to get this improvement**?** | What will we **measure** to monitor **change** or improvement? |
| **Where?** |
| **Why** is this **important**? | **When?** | **How often?** |
| With **Whom?** | **Where?** |
| What is the **goal** for **success or improvement?** | Does this **align** with the **goal** for success or improvement**?** | From **Whom?** |
| Is this **feasible? Doable?** | Will this tell us if we have **met our goal** for success or improvement**?** |

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|  | **Tasks** Generated during Planning | Who is responsible**?** | **Where?** | **When?** | **Why is this needed?** |
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|  **DO**  |
| **DO** | Any **unexpected observations** or **problems** noted during this phase? |
|  **STUDY**  |
| **STUDY** | Describe **Data** Collected**:** |  |
| Compare to **Goal:** |  |
| **Learnings** from Study Phase: |  |
|  **ACT**  |
| **ACT** | How will you **apply** what you learned?**Adaptions**:**Adoptions**: |
| **Tasks** Generated during Act Phase | Who is responsible**?** | **Where?** | **When?** | **Why is this needed?** |
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