PDCA

(Plan-­‐Do-­‐Check-­‐Adjust)

**Overview  and  Purpose:**    This  goal-­‐setting  tool  is  designed  to  ensure  SMART  planning  with  a  built-­‐in  Adjust  step  to  support

continuous  improvement.

Specific  Strategy:    Two  samples  are  below:

**RE-­‐INVENTING  SCHOOLS**

**IS  Your  Goal  SMART?**

**COALITION**

**PDCA**

**S**pecific            Y\_\_\_      N  \_  **M**easureable          Y\_\_\_      N  \_  **A**ligned            Y\_\_\_      N  \_



**School/District:**

**Author:   Date  Created:**

**R**esults  Oriented          Y\_\_\_      N  \_

**T**ime  Bound          Y\_\_\_      N



|  |  |  |  |
| --- | --- | --- | --- |
| **PLAN** | **DO** | **CHECK** | **ADJUST** |
| Comprehensive  plan  overview.   | What  is  the  specific  Action/Step   | How  will  it  be  ‘done’?   | Who  is  Responsible?   | Start  date?   | What  is  the  end/completion  date?  If  the  ‘do’  is  successful,  what  change  should  be  apparent?    How  will  you  measure  or  monitor  success?   | What  are  some  possible  pitfalls  I  anticipate?    What  are  my  back-­‐ up  plans  or  other  ideas?   |
|                            |    |    |                            |



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| --- | --- | --- |
|      | **RE-­‐INVENTING  SCHOOLS  COALITION    PDCA** | **IS  Your  Goal  SMART?  S**pecific            Y\_\_\_      N  \_  **M**easureable          Y\_\_\_      N  \_  **A**ligned            Y\_\_\_      N  \_  **R**esults  Oriented          Y\_\_\_      N  \_    **T**ime  Bound          Y\_\_\_      N       |
| **School/District:** | **Author:** | **Date  Created:** |



|  |  |  |  |
| --- | --- | --- | --- |
| **PLAN** | **DO** | **CHECK** | **ADJUST** |
| Comprehensive  plan  overview.   | Timeline  with  concrete  roles  and  responsibilities.   | What  evidence  will  be  reviewed  to  document  progress  toward  goal?   | What  lessons  learned  will  refine  this  goal?   |
|                            |    |    |                                            |

