Plan, Do, Check, Act Continuous Improvement Cycle

#### Document Code / Version Number

The Plan, Do, Check, Act (PDCA) cycle is a simple, repetitious, four-stage framework to continually improve the development and implementation of policies, processes and practices. It involves systematically testing possible solutions, assessing results and implementing the practice that achieves the desired results. It helps accomplish an evidence-based cycle of improvement.

*Adapted from the PDCA Cycle: Continuous Improvement Toolkit www.sciencedirect.com*

Key PDCA cycle activities include:

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| **Plan** | * Define the problem * Collect data to identify the root cause of the problem * Establish measures to determine whether you have successfully addressed the problem. |
| **Do** | * Develop a solution to address the problem * Implement a solution to address the problem. |
| **Check** | * Analyse your measures of success to determine if problem has been addressed as intended. |
| **Act** | * Embed the improvement in your organisation’s policies, processes and practices * Advocate for the improvement in other departments or systems. |

Pearson, N., Larson, E.W., & Gray C.F. (2019) *Project Management in Practice (Ed. 2E)*. McGraw Hill Education Pty Ltd.