Plan-Do-Check-Act (PDCA) Cycle

What is the Plan-Do-Check-Act (PDCA) Cycle?

The PDCA Cycle is a simple, structured, four-step method for continuous improvement. It helps teams test ideas, learn from results, and make changes that stick.
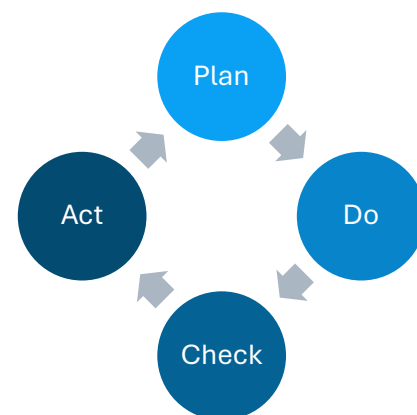
The Four-Steps of PDCA

Plan	Do
Identify a problem or opportunity. Set goals & plan a change. • What is the problem? • What data do we have? • What's our goal? • What's our plan to improve?	Implement the change on a small scale. • What happened during the test? • Did we follow the plan? • What data did we gather?
Check	**Act**
Evaluate the results of the test. • Did the change lead to improvement? • What worked? What didn't? • What does the data say?	Decide what to do next: adopt, adapt, or abandon. • Should we expand the change? • What needs adjustment? • What's our next step?

Tips

- Use real examples from your team or workplace to make it relatable.
- Start with a small issue to walk through the full cycle quickly.
- Encourage collaboration - PDCA works best with input from those affected by the change.
- Emphasize that "Check" is just as important as "Do" - reflection drives learning.

Remember

PDCA is not a one-time event, it is a mindset for ongoing learning and improvement.

Quick Exercise

1. Identify a small, recurring problem (i.e., meeting always runs late).
2. Walk through each step as a group.
3. Document findings and next steps.