

**ACT**

- *Does anything need to be modified? (Adjust)*
- *Have we achieved our intended outcomes and can these changes be integrated into other areas? If so, how?(Adopt)*
- *Should we abandon the plan in light of new information? (Abandon)*
- *When will this be evaluated again and by whom?*

**PLAN**

- *What needs to be improved?*
- *What research, data, and/or current conditions support the need for this change?*
- *What strategic goal does this support?*

**STUDY**

- *What has been accomplished at this point?*
- *What is the evidence of this?*
- *Are we progressing as anticipated?*

**PLAN**

- *What do we expect to change as a result of this improvement?*
- *What specific outcomes need to occur?*
- *When and how will we measure our progress in implementing this improvement?*
- *When and how will we evaluate the overall success of this change in achieving the expected outcomes?*

**DO**

- *Put your change into action and test out your plan*

**PLAN**

- *Who will be impacted by this change and how?*
- *How will we engage stakeholders and communicate with them?*
- *What human and financial resources may be needed to accomplish and sustain the change?*



