

## Appendix D: PDCA Template

(Template provided, compliments of Forest Hills School, Saint John, NB ASD-S)

Improvement Plan Goal:		Team Members:		
<b>PLAN</b> Jan.10-15/YR	<u>Learning Target:</u> By March 4, ___ of ___ students or ALL students/teachers (select one) will be able to XXX			
	Problem:	Steps to Achieve Goal: What is to be done:  Who is to do it:  When should it be done:  Where it is to be done:  Resources Needed to Achieve Goal:		
	Possible Causes of the Problem:			
	Key Measures: How will we know there is improvement?			
<b>DO</b> Jan. 25-Mar. 4/YR	Carry out Plan/Collect and USE Formative Data/Identify and Participate in Targeted PL			
<b>CHECK</b> Mar. 14-25/YR	Data and Analysis:  Did we have improvement?  How did or didn't the results agree with the predictions that were made earlier?	Summarize WHAT we LEARNED about Students' and Our Learning Needs (e.g., misconceptions, high impact mini-lessons, next instructional steps, needed professional learning, instructional resources etc.):  30-minute Strategic Planning Session with The Representative Leadership Team to Discuss: Learning Target Update: met/not met Celebration: Required SIP Adjustments:		
	Was desired improvement achieved? <table border="1" style="width: 100%;"> <tr> <td>Yes – Adopt &amp; Adapt</td> <td>No – Predict New Change: Abandon or Revise Learning Target</td> </tr> </table>			Yes – Adopt & Adapt
Yes – Adopt & Adapt	No – Predict New Change: Abandon or Revise Learning Target			
<b>ACT (ADJUST)</b> Apr. 4-8/YR	Complete and Submit a NEW/UPDATED Learning Target by <b>Insert Specific Date(s)</b>			