Adapted from Gorenflo and Moran, *The ABC's of PDCA*

**Plan**

1. Identify and Prioritize Opportunities
2. Develop AIM Statement
3. Describe the Current Process
4. Collect Data on Current Process
5. Identify All Possible Causes
6. Identify Potential Improvements

**Do**

1. Test the Improvement
2. Collect and Analyze the data
3. Document Problems, Observations, and Lessons Learned

**Act**

1. Review analysis and make conclusions

- **Adopt**
  - Standardize/Hold the Gains
- **Adapt**
  - DO - Modify/Try Again
- **Abandon**
  - Plan