



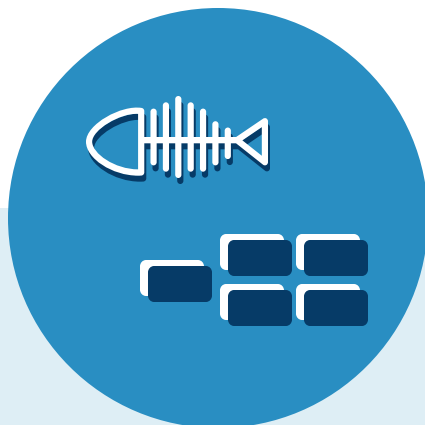
Many schools begin continuous improvement cycles in the summer, but it is possible to begin at any time of the year.



Prepare for the continuous improvement effort

- Assess school or district readiness
- Recruit potential Improvement Team members
- Define a general issue or topic to address
- Inventory available data

SUMMER



Convene the improvement team

Meeting 1: Introduction to continuous improvement

Meeting 2: Defining the problem and determining root causes using a fishbone diagram

Meeting 3: Establishing an aim and developing a driver diagram

Meeting 4: Preparing for Plan-Do-Study-Act cycles

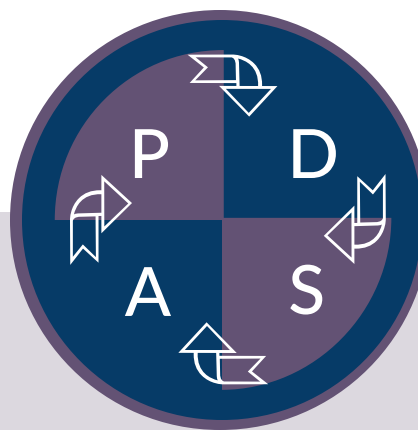
Meeting 1 date: _____

Meeting 2 date: _____

Meeting 3 date: _____

Meeting 4 date: _____

FALL



Begin PDSA cycles

Meetings 5–8:* Examining results and related data

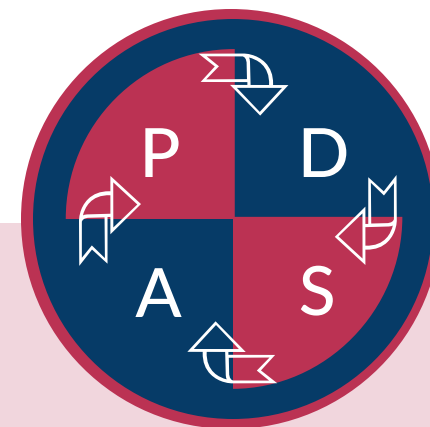
*Depending on the number of PDSA cycles, the number of meetings to reflect on the PDSA cycles (Meetings 5–8 in the toolkit) will vary.

Meeting 5 date: _____

Meeting 6 date: _____

Meeting 7 date: _____

WINTER



Continue PDSA cycles

Meetings 5–8:* Examining results and related data

Meeting 9: Reflecting across multiple Plan-Do-Study-Act cycles

Meeting 10: Preparing to implement a change practice more broadly

Meeting 8 date: _____

Meeting 9 date: _____

Meeting 10 date: _____

SPRING