PLAN, DO, STUDY, ACT CYCLE			
	The Process	Questions to answer	Useful Tools
PLAN	1. What is the focus of our Inquiry?	What is our focus for Inquiry? Which learning area will we focus on? (Science, English, History or Mathematics) What lens will we apply, (e.g. success criteria, learning intentions or feedback)	*Brainstorming* *Hot dot voting*
PLAN	2. Select the team	Who should be involved in this inquiry?	*Flowchart*
PLAN	3. Study the current situation	What is the current process utilised now for your area of focus? How could this be improved? Who would you be serving by making this improvement? What do they want? What indicators can we use to measure improvement?	*WWW EBI* *Perception analysis tool.*
PLAN	4. Analyse the causes	What are the possible causes of variation and performance? How do we know?	*Fishbone diagram* *Five Whys*
PLAN	5. Develop an action plan	What are the potential actions we could take? How do other people manage this situation? What observation tool could we implement? What is our action plan?	*Implementation Plan* *Gantt Chart* *Flowchart of process* *Observation tool protocol*
DO	6. Implement the actions	Are we capturing data as we go?	*Observation tool annotations* *Parking Lot* *WWW EBI* *Student outcomes*
STUDY	7. Study the results of the action	What was learned? What worked? What can be improved upon? How can we continue monitoring these changes? What can be done differently next time? When will we revisit and review this change?	*Reflections and data collection.*
ACT	8. Standardise the improvement	What documentation is required to capture the memory, support the improvement gained through the action?	*Flowchart* *Storyboard*
ACT	9. Establish future plan	What should we be improving next?	*Commence process again for next learning area.*

How does my leadership enable the personalisation of learning to ensure high impact on student outcomes?