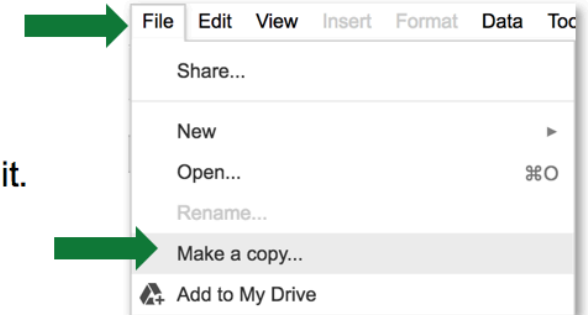


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DMAIC Storyboard Checklist Template

	Project Charter	Voice of the Customer (VOC)	High-Level Process Map
Define Phase	<input type="checkbox"/> Problem statement defined <input type="checkbox"/> Goal statement defined <input type="checkbox"/> Scope defined <input type="checkbox"/> Team members and roles identified	<input type="checkbox"/> Customer requirements identified <input type="checkbox"/> Customer feedback analyzed	<input type="checkbox"/> Current process mapped <input type="checkbox"/> Key process steps identified
	Tools	Tools	Tools
	<input type="checkbox"/> Project Charter Document <input type="checkbox"/> SIPOC Diagram	<input type="checkbox"/> VOC Analysis <input type="checkbox"/> Surveys <input type="checkbox"/> Interviews	<input type="checkbox"/> Process Flow Diagram <input type="checkbox"/> SIPOC Diagram
	Data Collection Plan	Measurement System Analysis (MSA)	Process Capability
Measure Phase	<input type="checkbox"/> Data to be collected defined <input type="checkbox"/> Data collection methods and timeline defined	<input type="checkbox"/> Measurement system validated <input type="checkbox"/> Gage R&R studies conducted	<input type="checkbox"/> Current process capability assessed <input type="checkbox"/> Cp and Cpk values calculated
	Tools	Tools	Tools
	<input type="checkbox"/> Data Collection Plan <input type="checkbox"/> Operational Definitions	<input type="checkbox"/> MSA Results <input type="checkbox"/> Gage R&R	<input type="checkbox"/> Control Charts <input type="checkbox"/> Capability Analysis
	Data Analysis	Root Cause Analysis	Process Analysis
Analyze Phase	<input type="checkbox"/> Data summarized with statistics <input type="checkbox"/> Trends and patterns identified	<input type="checkbox"/> Potential root causes identified <input type="checkbox"/> Root causes validated with data	<input type="checkbox"/> Detailed process map created <input type="checkbox"/> Value stream analyzed
	Tools	Tools	Tools
	<input type="checkbox"/> Histograms <input type="checkbox"/> Box Plots <input type="checkbox"/> Pareto Charts	<input type="checkbox"/> Fishbone Diagram <input type="checkbox"/> 5 Whys Analysis	<input type="checkbox"/> Value Stream Map <input type="checkbox"/> Process Flow Diagram
	Brainstorming Solutions	Solution Selection	Pilot Testing
Improve Phase	<input type="checkbox"/> Potential solutions generated <input type="checkbox"/> Solutions categorized and prioritized	<input type="checkbox"/> Impact-effort matrix used <input type="checkbox"/> Solution prioritization chart created	<input type="checkbox"/> Pilot tests planned and conducted <input type="checkbox"/> Data collected to validate pilot results
	Tools	Tools	Tools
	<input type="checkbox"/> Brainstorming Sessions <input type="checkbox"/> Affinity Diagrams	<input type="checkbox"/> Impact-Effort Matrix <input type="checkbox"/> Solution Prioritization Chart	<input type="checkbox"/> Pilot Test Plan <input type="checkbox"/> Pilot Test Results
	Brainstorming Solutions	Solution Selection	Pilot Testing
Improve Phase	<input type="checkbox"/> Potential solutions generated <input type="checkbox"/> Solutions categorized and prioritized	<input type="checkbox"/> Impact-effort matrix used <input type="checkbox"/> Solution prioritization chart created	<input type="checkbox"/> Pilot tests planned and conducted <input type="checkbox"/> Data collected to validate pilot results
	Tools	Tools	Tools
	<input type="checkbox"/> Brainstorming Sessions <input type="checkbox"/> Affinity Diagrams	<input type="checkbox"/> Impact-Effort Matrix <input type="checkbox"/> Solution Prioritization Chart	<input type="checkbox"/> Pilot Test Plan <input type="checkbox"/> Pilot Test Results
	Control Plan	Monitoring and Measurement	Documentation and Reporting
Control Phase	<input type="checkbox"/> Detailed control plan created <input type="checkbox"/> Monitoring and response plan defined	<input type="checkbox"/> Monitoring procedures and schedules established <input type="checkbox"/> Control charts and dashboards set up	<input type="checkbox"/> Documentation updated <input type="checkbox"/> Reporting routine established
	Tools	Tools	Tools
	<input type="checkbox"/> Control Plan Document <input type="checkbox"/> Monitoring Tools	<input type="checkbox"/> Control Charts <input type="checkbox"/> KPI Dashboards	<input type="checkbox"/> Updated SOPs <input type="checkbox"/> Reporting Templates
	Control Plan	Monitoring and Measurement	Documentation and Reporting
Control Phase	<input type="checkbox"/> Detailed control plan created <input type="checkbox"/> Monitoring and response plan defined	<input type="checkbox"/> Monitoring procedures and schedules established <input type="checkbox"/> Control charts and dashboards set up	<input type="checkbox"/> Documentation updated <input type="checkbox"/> Reporting routine established
	Tools	Tools	Tools
	<input type="checkbox"/> Control Plan Document <input type="checkbox"/> Monitoring Tools	<input type="checkbox"/> Control Charts <input type="checkbox"/> KPI Dashboards	<input type="checkbox"/> Updated SOPs <input type="checkbox"/> Reporting Templates

DMAIC Storyboard Checklist Template

Define Phase	Project Charter	Voice of the Customer (VOC)	High-Level Process Map
	<input type="checkbox"/> Problem statement defined <input type="checkbox"/> Goal statement defined <input type="checkbox"/> Scope defined <input type="checkbox"/> Team members and roles identified	<input type="checkbox"/> Customer requirements identified <input type="checkbox"/> Customer feedback analyzed	<input type="checkbox"/> Current process mapped <input type="checkbox"/> Key process steps identified
	Tools	Tools	Tools
	<input type="checkbox"/> Project Charter Document <input type="checkbox"/> SIPOC Diagram	<input type="checkbox"/> VOC Analysis <input type="checkbox"/> Surveys <input type="checkbox"/> Interviews	<input type="checkbox"/> Process Flow Diagram <input type="checkbox"/> SIPOC Diagram

Measure Phase	Data Collection Plan	Measurement System Analysis (MSA)	Process Capability
	<input type="checkbox"/> Data to be collected defined <input type="checkbox"/> Data collection methods and timeline defined	<input type="checkbox"/> Measurement system validated <input type="checkbox"/> Gage R&R studies conducted	<input type="checkbox"/> Current process capability assessed <input type="checkbox"/> Cp and Cpk values calculated
	Tools	Tools	Tools
	<input type="checkbox"/> Data Collection Plan <input type="checkbox"/> Operational Definitions	<input type="checkbox"/> MSA Results <input type="checkbox"/> Gage R&R	<input type="checkbox"/> Control Charts <input type="checkbox"/> Capability Analysis

Analyze Phase	Data Analysis	Root Cause Analysis	Process Analysis	Hypothesis Testing
	<input type="checkbox"/> Data summarized with statistics <input type="checkbox"/> Trends and patterns identified	<input type="checkbox"/> Potential root causes identified <input type="checkbox"/> Root causes validated with data	<input type="checkbox"/> Detailed process map created <input type="checkbox"/> Value stream analyzed	<input type="checkbox"/> Hypotheses tested <input type="checkbox"/> Appropriate statistical tests used
	Tools	Tools	Tools	Tools
	<input type="checkbox"/> Histograms <input type="checkbox"/> Box Plots <input type="checkbox"/> Pareto Charts	<input type="checkbox"/> Fishbone Diagram <input type="checkbox"/> 5 Whys Analysis	<input type="checkbox"/> Value Stream Map <input type="checkbox"/> Process Flow Diagram	<input type="checkbox"/> T-tests <input type="checkbox"/> ANOVA <input type="checkbox"/> Regression Analysis

Improve Phase	Brainstorming Solutions	Solution Selection	Pilot Testing	Improved Process Map
	<input type="checkbox"/> Potential solutions generated <input type="checkbox"/> Solutions categorized and prioritized	<input type="checkbox"/> Impact-effort matrix used <input type="checkbox"/> Solution prioritization chart created	<input type="checkbox"/> Pilot tests planned and conducted <input type="checkbox"/> Data collected to validate pilot results	<input type="checkbox"/> Process map updated <input type="checkbox"/> New process flow documented
	Tools	Tools	Tools	Tools
	<input type="checkbox"/> Brainstorming Sessions <input type="checkbox"/> Affinity Diagrams	<input type="checkbox"/> Impact-Effort Matrix <input type="checkbox"/> Solution Prioritization Chart	<input type="checkbox"/> Pilot Test Plan <input type="checkbox"/> Pilot Test Results	<input type="checkbox"/> Updated Process Flow Diagram <input type="checkbox"/> SOPs

Control Phase	Control Plan	Monitoring and Measurement	Documentation and Reporting	Handover to Process Owners
	<input type="checkbox"/> Detailed control plan created <input type="checkbox"/> Monitoring and response plan defined	<input type="checkbox"/> Monitoring procedures and schedules established <input type="checkbox"/> Control charts and dashboards set up	<input type="checkbox"/> Documentation updated <input type="checkbox"/> Reporting routine established	<input type="checkbox"/> Formal handover meeting conducted <input type="checkbox"/> Training and materials provided
	Tools	Tools	Tools	Tools
	<input type="checkbox"/> Control Plan Document <input type="checkbox"/> Monitoring Tools	<input type="checkbox"/> Control Charts <input type="checkbox"/> KPI Dashboards	<input type="checkbox"/> Updated SOPs <input type="checkbox"/> Reporting Templates	<input type="checkbox"/> Handover Checklist <input type="checkbox"/> Training Materials

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