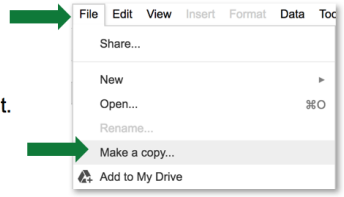


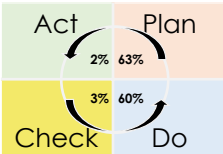
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PDCA Project Template Example

Fill in the non-shaded cells only. Data will populate in the shaded cells.

| | |
|--------------|--------------------------------------|
| Project Name | Reduce Software Bug Resolution Time |
| Process | Bug Tracking and Resolution Workflow |
| Team Leader | Mateus Tobin |
| Cycle No. | 1 |

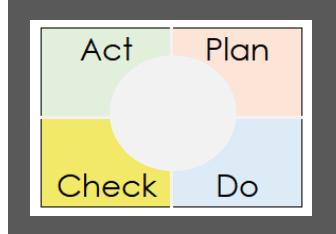


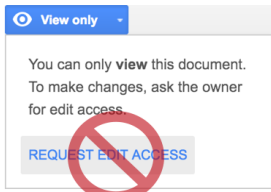
| | | | |
|-----------------|----------------|----------|----------|
| Project Manager | Expected Hours | Progress | Updated |
| Sarah Goodwin | 128.00 | 37% | MM/DD/YY |

| PDCA Stage | Actions | Responsible | Due Date | Duration (in hours) | Percent Complete | Status | Takeaways / Notes |
|------------|---|-------------|----------|---------------------|------------------|-------------|---|
| Plan | Analyze current bug resolution process | Team | MM/DD/YY | 6.0 | 100% | Completed | Developers have varied interpretation of severity. |
| Plan | Brainstorm solutions for faster resolution | Team | MM/DD/YY | 8.0 | 80% | In Progress | Automating bug categorization can save time. |
| Plan | Select optimal solution for bug tracking | Team | MM/DD/YY | 4.0 | 100% | Completed | Implement automatic severity tagging in software. |
| Plan | Develop action plan for process changes | Lead Dev | MM/DD/YY | 4.0 | 100% | Completed | Clear ownership reduces confusion in execution. |
| Do | Implement the new bug categorization system | DevOps | MM/DD/YY | 24.0 | 100% | Completed | Initial hiccups in integration, but solved quickly. |
| Do | Test the new system on a pilot project | QA Team | MM/DD/YY | 12.0 | 90% | In Progress | QA feedback loops were slower than expected. |
| Do | Gather feedback from developers and testers | QA Lead | MM/DD/YY | 8.0 | 50% | In Progress | Mixed feedback; system needs minor adjustments. |
| Check | Analyze bug resolution data post-implementation | QA Lead | MM/DD/YY | 8.0 | 10% | In Progress | |
| Check | Evaluate whether resolution time meets targets | Team | MM/DD/YY | 6.0 | 0% | Not Started | |
| Check | Share results with stakeholders | Manager | MM/DD/YY | 2.0 | 0% | Not Started | |
| Act | Adjust categorization algorithm based on feedback | Lead Dev | MM/DD/YY | 6.0 | 6% | In Progress | |
| Act | Update bug tracking documentation | Team Lead | MM/DD/YY | 4.0 | 0% | Not Started | |
| Act | Roll out system-wide implementation | IT Manager | MM/DD/YY | 24.0 | 0% | Not Started | |
| Act | Train team on updated process | QA Lead | MM/DD/YY | 12.0 | 0% | Not Started | |
| Plan | Action | Name | MM/DD/YY | 0.0 | 0% | Not Started | |
| Plan | Action | Name | MM/DD/YY | 0.0 | 0% | Not Started | |
| Do | Action | Name | MM/DD/YY | 0.0 | 0% | Not Started | |

Dashboard by Stage

| Plan | Completion | Do | Completion |
|--|------------|---|------------|
| Analyze current bug resolution process | 100% | | |
| Brainstorm solutions for faster resolution | 80% | | |
| Select optimal solution for bug tracking | 100% | | |
| Develop action plan for process changes | 100% | | |
| | | Implement the new bug categorization system | 100% |
| | | Test the new system on a pilot project | 90% |
| | | Gather feedback from developers and testers | 50% |
| | | | |
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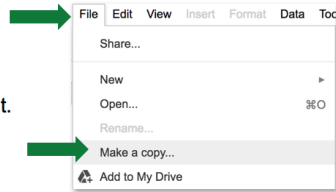


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| | | | |
|---|------------|---|------------|
| Action | 0% | | |
| Action | 0% | | |
| | | Action | 0% |
| Check | Completion | Act | Completion |
| | | | |
| | | | |
| | | | |
| | | | |
| Analyze bug resolution data post-implementation | 10% | | |
| Evaluate whether resolution time meets targets | 0% | | |
| Share results with stakeholders | 0% | | |
| | | Adjust categorization algorithm based on feedback | 6% |
| | | Update bug tracking documentation | 0% |
| | | Roll out system-wide implementation | 0% |
| | | Train team on updated process | 0% |
| | | | |
| | | | |

[CLICK HERE TO CREATE IN SMARTSHEET](#)

KEY DROPDOWNS - DO NOT DELETE

| CATEGORY |
|----------|
| Act |
| Plan |
| Do |
| Check |

| PRIORITY |
|-------------|
| Completed |
| In Progress |
| Not Started |
| |

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