| **SPONSOR REVIEW** | **Page 1 of 2** |  |
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| **Project:** |  |  | **Team Name:** |  |  |
|  |  |  |  |  |  |
| **Team Leader:** |  |  | **Reviewer:** |  | **Review Date** |  |  |
|  |  |  |  |  |  |  |  |
| **DMAIC Checklist** |
| ***Instructions:*** *Where checkpoints are met, mark “****✓”*** *off checkpoints and provide comments as (+) strengths and/or (-) opportunities to improve.* |
| **Step** | **Objectives and Checkpoints** | **✓** | **Review Comments****(+) Strengths****(-) Opportunities To Improve** |
| **PLAN** | **Step 1****Define** | **Objective: Demonstrate the importance of improvement needs in measurable terms.** |
| 1. The stakeholder and need were identified.
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| 1. An indicator measuring our performance in meeting the need was developed.
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| 1. A theme statement consistent with the indicator was selected.
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| 1. A schedule for completing the five DMAIC steps was developed.
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| 1. The sponsor signed off on the project’s purpose, scope, and significance.
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| **Step 2****Measure** | **Objective: Narrow the project’s focus and develop the measurement system, problem statement, and target.** |
| 1. Measurement and data collection systems were developed.
 |  |  |
| 1. The theme was stratified from various viewpoints and a significant problem was chosen.
 |  |
| 1. A target for improvement was established based on the stakeholder's need.
 |  |
| 1. The impact of the target on the theme indicator was determined.
 |  |
| 1. A problem statement that addressed the gap between the actual and target values was developed.
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| 1. The sponsor signed off on the project’s focus and target.
 |  |
| **Step 3****Analyze** | **Objective: Identify and verify the root causes.** |
| 1. Cause and effect analysis was taken to the root level.
 |  |  |
| 1. Potential causes most likely to have the greatest impact on the problem were selected.
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| 1. A relationship between the root causes and the problem was verified with data.
 |  |
| 1. The impact of each root cause on the gap was determined.
 |  |
| 1. The sponsor signed off on the verified root causes and impact on the gap.
 |  |
| **Step 4****Improve** | **Objective: Develop and implement countermeasures to eliminate the verified root causes.** |
| 1. Countermeasures were selected to address verified root causes.
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| 1. The method for selecting the appropriate practical methods was clear and considered effectiveness and feasibility.
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| 1. Barriers and aids were determined for countermeasures worth implementing.
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| 1. The action plan reflected accountability and schedule.
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| **DO** | 1. Implemented and evaluated a test pilot plan to determine the capability to achieve the target established in the Problem Statement.
 |  |
| 1. Incorporated lessons learned from the pilot into the full-scale action plan.
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| 1. The sponsor signed off on the action plan and expected results.
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| **SPONSOR REVIEW** | **Page 2 of 2** |  |
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| **CHECK** | **Step 5: Control** | **(Results)** | **Objective:** Evaluate the results by confirming that the countermeasures taken impacted the root causes, the problem, and the theme; and that the target has been met. Standardize new methods, communicate lessons learned, and recommend future plans. |
| 1. The effect of countermeasures on the root causes was demonstrated.
 |  |  |
| 1. The effect of countermeasures on the problem was demonstrated.
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| 1. The improvement target was achieved and causes of significant variation were addressed.
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| 1. The effect of countermeasures on the theme indicator representing the stakeholder’s need was demonstrated.
 |  |
| **ACT** | **(Standardize)** | 1. A method was established to document, permanently change, and communicate the revised process or standard.
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| 1. Responsibility was assigned and periodic checks scheduled to ensure compliance with the revised process or standard.
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|  |
| 1. A method was established to document, permanently change, and communicate the revised process or standard.
 |  |
| **(Future Plans)** | 1. Any remaining problems of the theme were addressed.
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| 1. Lessons learned, P-D-C-A of the **ets** Six Sigma DMAIC Method, and team growth were assessed and documented.
 |  |
| 1. The sponsor signed off on the results and next steps.
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| **Review Action Plan** | **Legend:** | **□ = Proposed****■ = Actual** |
| **What** | **Who** | **When** |
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| **Next Scheduled Review Date:** |  |  |
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