| **Project Action Plan (To Complete Each DMAIC Step)** | **Date:**  |
| --- | --- |
| **Legend**: 🞏 = Plan ◼ = Actual |
| **WHAT** | **WHO** | **WHEN** |
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| **Next** **Scheduled** **Review** **Date**:  |

***Note****: This action plan should be completed at the end of each DMAIC step.*