| **SPONSOR REVIEW** | | | | | | | | | | | | **Page 1 of 2** | |  | |
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| **Project:** | |  | | | | | |  | **Team Name:** |  | | | | |  |
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| **Team Leader:** | | |  |  | **Reviewer:** |  | | | | | **Review Date** | |  |  | |
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| **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. | | | | |  |  | | | | | | | |
| 1. An indicator measuring our performance in meeting the need was developed. | | | | |  |
| 1. A theme statement consistent with the indicator was selected. | | | | |  |
| 1. A schedule for completing the five DMAIC steps was developed. | | | | |  |
| 1. The sponsor signed off on the project’s purpose, scope, and significance. | | | | |  |
| **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. | | | | |  |
| 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. | | | | |  |
| 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. | | | | |  |  | | | | | | | |
| 1. The method for selecting the appropriate practical methods was clear and considered effectiveness and feasibility. | | | | |  |
| 1. Barriers and aids were determined for countermeasures worth implementing. | | | | |  |
| 1. The action plan reflected accountability and schedule. | | | | |  |
| **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. | | | | |  |
| 1. The sponsor signed off on the action plan and expected results. | | | | |  |

| **SPONSOR REVIEW** | | | | | | | | | | | | | | | | | | | | | | **Page 2 of 2** | | |  |
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| **Project:** | | |  | | | | | | |  | **Team Name:** | | | | | |  | | | | | | | |  |
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| **Team Leader:** | | | | |  | | |  | **Reviewer:** | | | |  | | | | | | | **Review Date** | | |  | |  |
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| **Step** | | | | **Objectives and Checkpoints** | | | | | | | | | | **✓** | **Review Comments**  **(+) Strengths**  **(-) Opportunities To Improve** | | | | | | | | | | |
| **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. | | | | | | | | | |  |
| 1. The improvement target was achieved and causes of significant variation were addressed. | | | | | | | | | |  |
| 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. | | | | | | | | | |  |
| 1. Responsibility was assigned and periodic checks scheduled to ensure compliance with the revised process or standard. | | | | | | | | | |  |
|  |
| 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. | | | | | | | | | |  |
| 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. | | | | | | | | | |  |
| **Review Action Plan** | | | | | | | **Legend:** | | | | | **□ = Proposed**  **■ = Actual** | | | | | | | | | | | | | |
| **What** | | | | | | | **Who** | | | | | **When** | | | | | | | | | | | | | |
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| **Next Scheduled Review Date:** | | | | | |  | | | | | | | | | | | | |  | | | | | | |
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