
ΣZSIGMA
CONTINUING EDUCATION
DMAIC PROJECT:
[ENTER HERE]

PROJECT INFORMATION

Project Title:

Date Started:

Date Completed:

Company Name:

Company Address: <street, city, province/state, country, zip/postal code>

Project Sponsor/Champion:

Phone:

Email:

EXECUTIVE SUMMARY: LEAN SIX SIGMA PROJECT

The executive summary should be ½ - 1 page in length and provide a concise and accurate account of the project, including:

- Problem statement
- Project scope
- Major project phase (PDCA) milestones and key learning
- Conclusions
- Project recommendations
- Actions Taken
- Benefits realized

DEFINE PHASE

MEASURE PHASE

ANALYZE PHASE

IMPROVE PHASE

CONTROL PHASE

DEFINE PHASE

Cost of Poor Quality Statement

In one or two paragraphs, state the project opportunity in terms of cost of poor quality. What is the impact of COPQ on cycle-time, cost as well as any regulatory impact, if applicable?

Customer Satisfaction (Voice of the Customer)

In one or two paragraphs, state the impact of cost of poor quality on the customer – the customer being the external customer who receives product or service that is directly impacted by the process that is the focus of your Six Sigma project. Describe how the VOC was validated.

Financial Benefits Assessment

State the financial benefits realized as a result of your project. Describe the method in which these benefits were calculated, and if finance resources were used to calculate as we as confirm the financial benefit.

Tools Application

List the tools employed during this phase, and any key learning arising from the application of the tools. If analytical tools (ex. 1-sample t-Test) were employed, then describe the results of the analysis and the conclusions you were able to make as a result of the test.

Example:

Tool: SIPOC: Conclusion/Key Learning: From the SIPOC analysis the team was able to clarify and agree on the scope of the project and ensure that the team composition included representation from all key functional areas.

DEFINE PHASE

MEASURE PHASE

ANALYZE PHASE

IMPROVE PHASE

CONTROL PHASE

MEASURE PHASE

Process Mapping/Process Visualization

Describe the process mapping technique employed for your project: process map, block diagrams, spaghetti charts, value-stream mapping, etc. Attach, as an appendix to this report, samples of the process maps you used in this project. What were some of the key learning from the process mapping activity?

The Vital Few

What was the method you and your project team employed to select the "vital few" input variables (X's) affecting the output (Y) which was the focus of your project?

Data Collection Planning and Execution

Outline in brief the data collection plan you employed, discussing both the merits as well as shortcomings (trade-offs) of this approach. What method did you use to determine sample size? What sampling method did you use?

Measurement System Analysis

Describe if you performed a measurement system analysis (Gauge R&R or Attribute), and the outcome of this study. If no MSA was performed, explain your reason for not conducting one.

Capability Studies

Describe the outcome of the capability studies you were able to do as a result of your data collection. What were some of the key observations? Include the "desired state" or future capability targets.

Process Control

Include process control charts and related observations.

Tools Application

List the tools employed during this phase, and any key learning arising from the application of the tools. If analytical tools (ex. 1-sample t-Test) were employed, then describe the results of the analysis and the conclusions you were able to make as a result of the test. You may wish to include some or all of the detail data, output and graphs from your tools applications in the appendix of this report.

DEFINE PHASE

MEASURE PHASE

ANALYZE PHASE

IMPROVE PHASE

CONTROL PHASE

ANALYZE PHASE

Causality, Relationships and X/Y

At this point, you should be describing the input/output relationships that are an important part of your study. Please include in your list of tools the major analyses performed, such as regression, ANOVA, General Linear Model, etc., and describe the application of each of these tools in such a way as to confirm your knowledge in their application as well as interpretation of results. Be sure to include in the main body of this report some graphics and text output from some of the tests. In addition, you may wish to include additional samples of your tools application and supporting data in the appendix of this report.

Hypothesis Testing and Other Tests

List the tools employed during this phase, and any key learning arising from the application of the tools. If analytical tools (ex. 2-way ANOVA) were employed, then describe the results of the analysis and the conclusions you were able to make as a result of the test. You may wish to include some or all of the detail data, output and graphs from your tools applications in the appendix of this report.

DEFINE PHASE

MEASURE PHASE

ANALYZE PHASE

IMPROVE PHASE

CONTROL PHASE

IMPROVE PHASE

Alternative Solutions Considered

Provide some insight into the options that were considered for improvement and why they were not selected (trade-offs, constraints, etc).

Recommended Solution(s)

Provide some insight into the solution(s) that were finally recommended, how they were verified and any concerns or risks they posed.

DEFINE PHASE

MEASURE PHASE

ANALYZE PHASE

IMPROVE PHASE

CONTROL PHASE

CONTROL PHASE

Describe the controls that were recommended or implemented that would assist in the day-to-day process management, and sustaining long-term process control and benefits or improvements achieved. Comment on any issues or problems encountered in trying to implement process control, and how these challenges were resolved.

In addition to the controls, please list any follow-up actions that were planned after the closure of your project.

APPENDICES

Include in the appendices any information that is too unwieldy to be presented in the main body of the project report. You may wish to include diagrams or charts, statistical software package graphics (ex. JMP, Minitab, SigmaXL, ProcessMA etc), as well as any raw test data. Please include labels or reference tags to your information in the Appendix so that it can be easily cross-referenced with the main body of your project report

AUTHENTICATE

EZSigma will never willfully disclose any personally identifiable information from this project submission to any third party without first receiving the user's permission including any information that is construed to be confidential or a trade secret. However, you give consent to EZSigma to use information contained in this document for internal, marketing and promotional purposes while referencing the name of the submitting company but without making any reference to the person(s) submitting it.

_____

Signature – Certification Candidate

_____

Signature – Champion

_____

Date