DMAIC Checklist

Project:

×	Define	Target date	Actual Date	Comments
	Develop Charter			
	Map the Process (High Level)			
	Define Process Requirements (VOC)			
	Communication Plan			
	Measure			
	Collect baseline data			
	Review data for common/special causes			
	Create detailed process maps			
	Analyze			
	Explore causes			
	Determine Root Cause			
	Improve			
	Determine possible solutions for root causes(s)			
	Select solutions(s)			
	Develop implementation plan / Implement			
	(PDCA)			
	Measure Results			
	Evaluate Results			
	Control			
	Develop standard practice / procedures			
	Communicate / train			
	Implement / standardize organization wide			
	Monitor Performance / communicate results			
	Determine Next steps			