



PDCA problem solving template

Roles and responsibilities

Who is leading the project and who is part of the team?

Role	Name
Lead	
Support	

Problem description

Define the problem in detail.

Example: Packing material keeps getting stuck on a conveyor after 10 minutes of running.

P

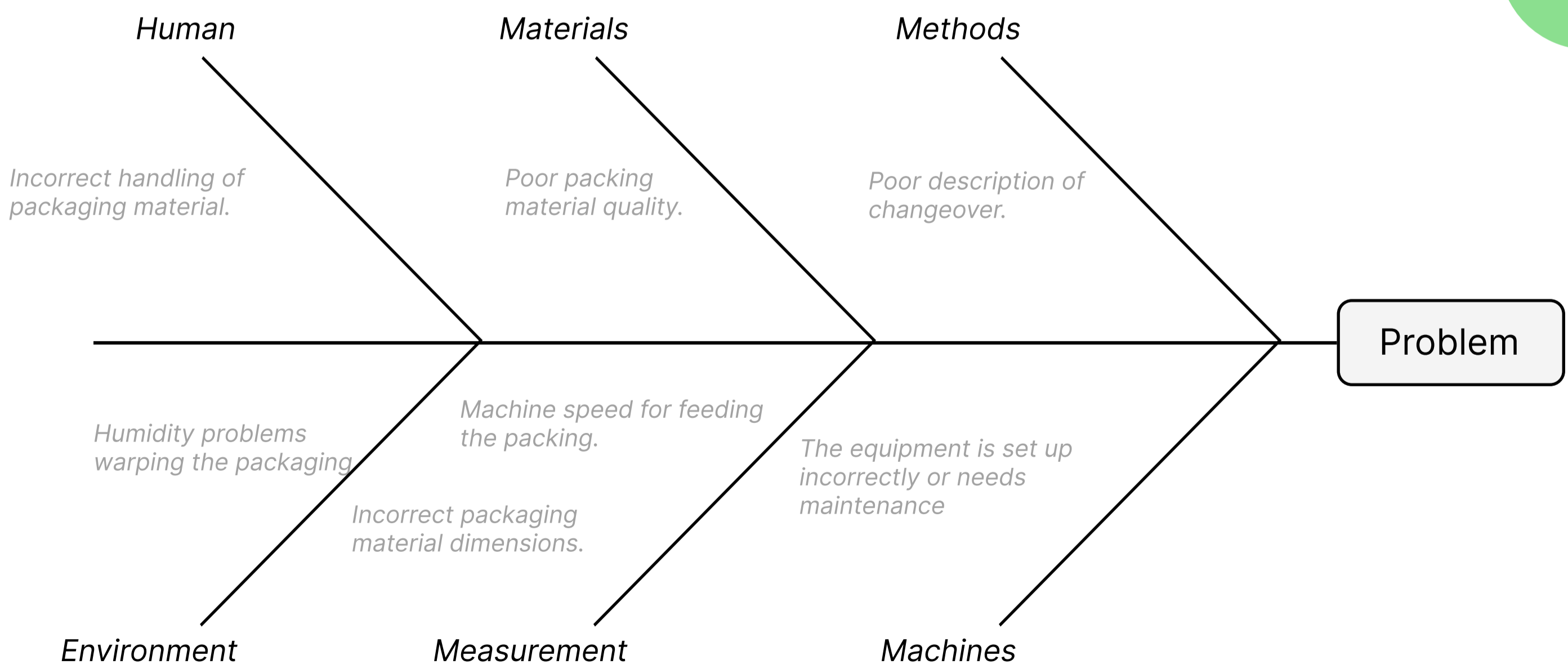
Containment

What is the immediate quick fix solution?

Example: Set a 10 minute timer for an operator to check and adjust the packing material going into the conveyor.

P

Cause Analyze the potential root cause.



P

NB Don't think too much about the category. The main thing is to get the potential causes in.

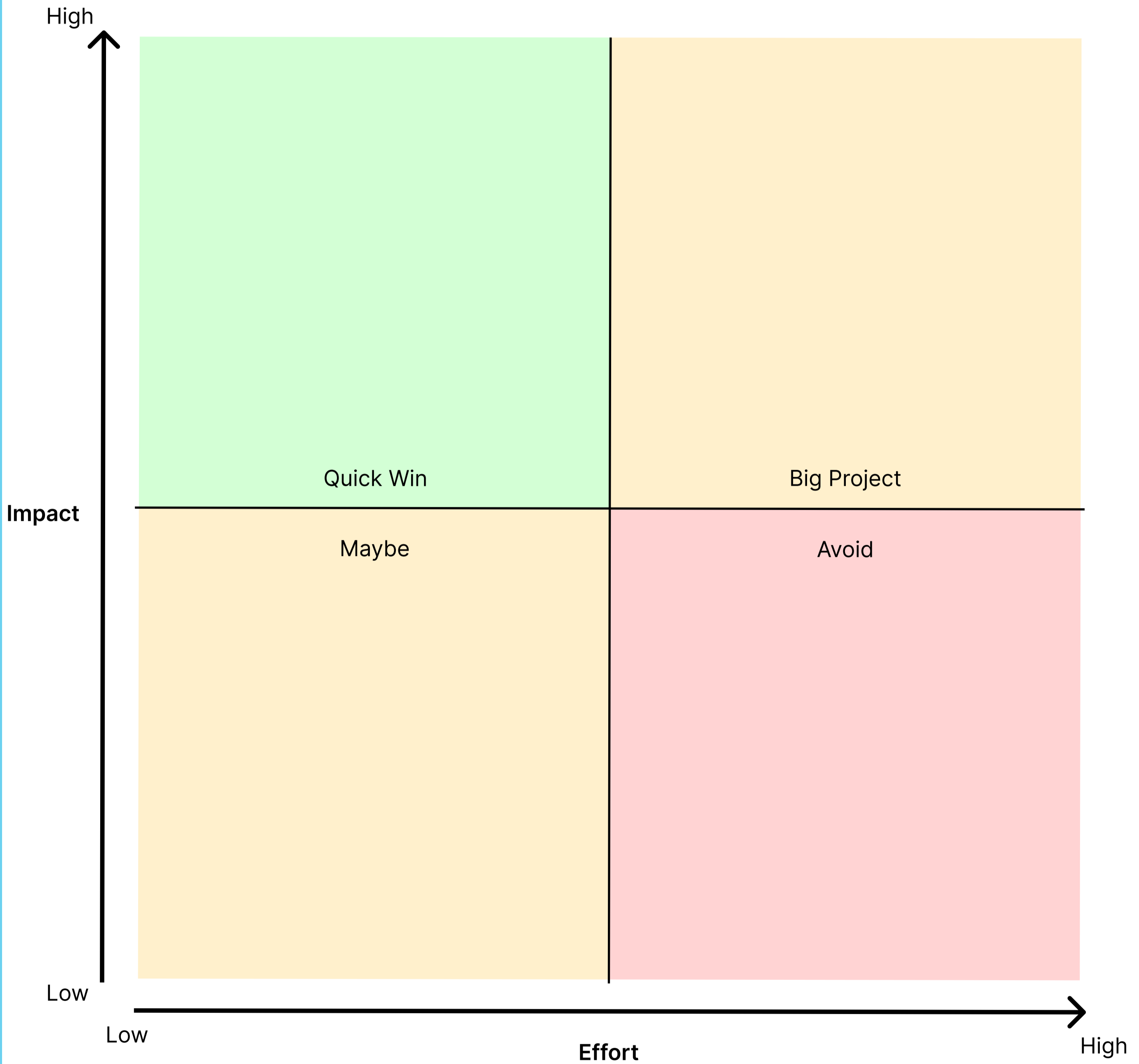


PDCA problem solving template

D

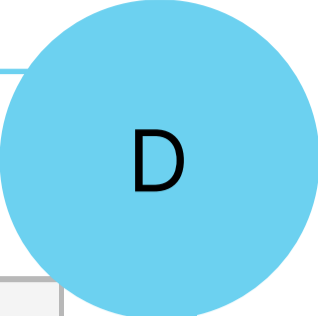
Idea Generation & Prioritization

Brainstorm ideas and prioritise based on Impact vs Effort matrix





PDCA problem solving template



Activities *List all the activities related to the PDCA project*

Role	Activity	Deadline
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



PDCA problem solving template

D

Counter measure

Describe in detail the final solution proposal.

Example: Update SoPs and create a checklist (control process) for making sure the packaging material is aligned properly.

C

Check sheet

Add KPI's for improvement performance.

KPI	Yes / No
<i>e.g. Has the same issue occurred again?</i>	
<i>e.g. Are people following the checklist?</i>	

A

Validation

Document and communicate the successful corrective action.

Date _____

Standard Created/Update

Initials _____

Has the results been communicated