



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

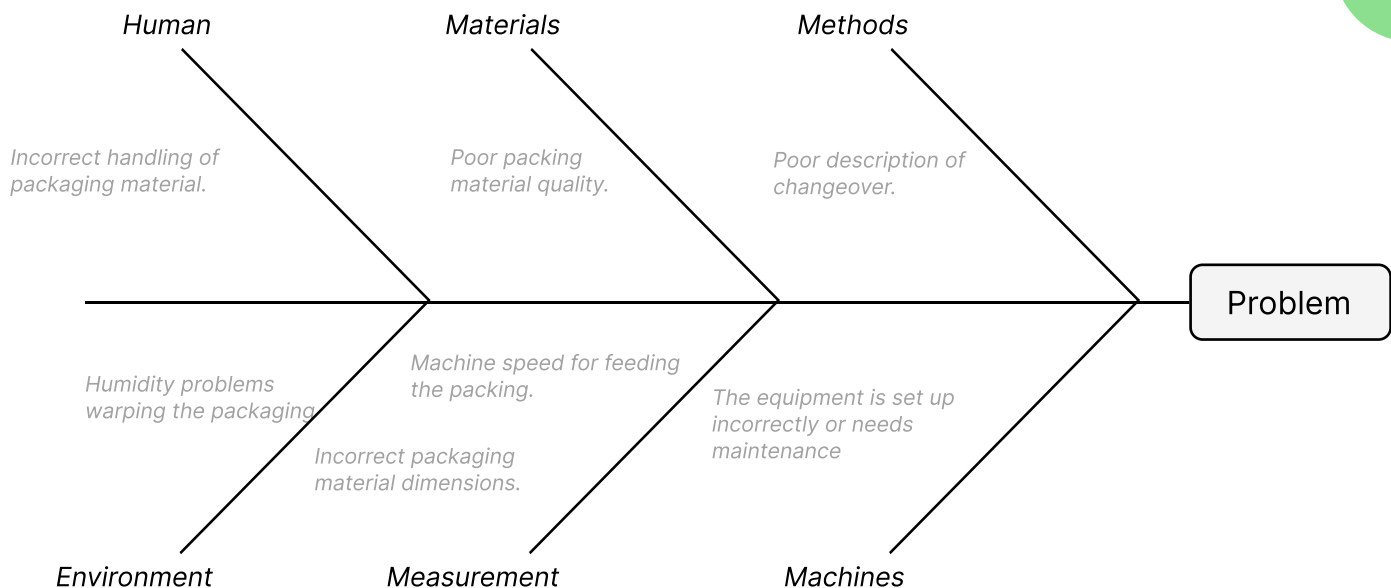
Containment

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.

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Cause

 Analyze the potential root cause.

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

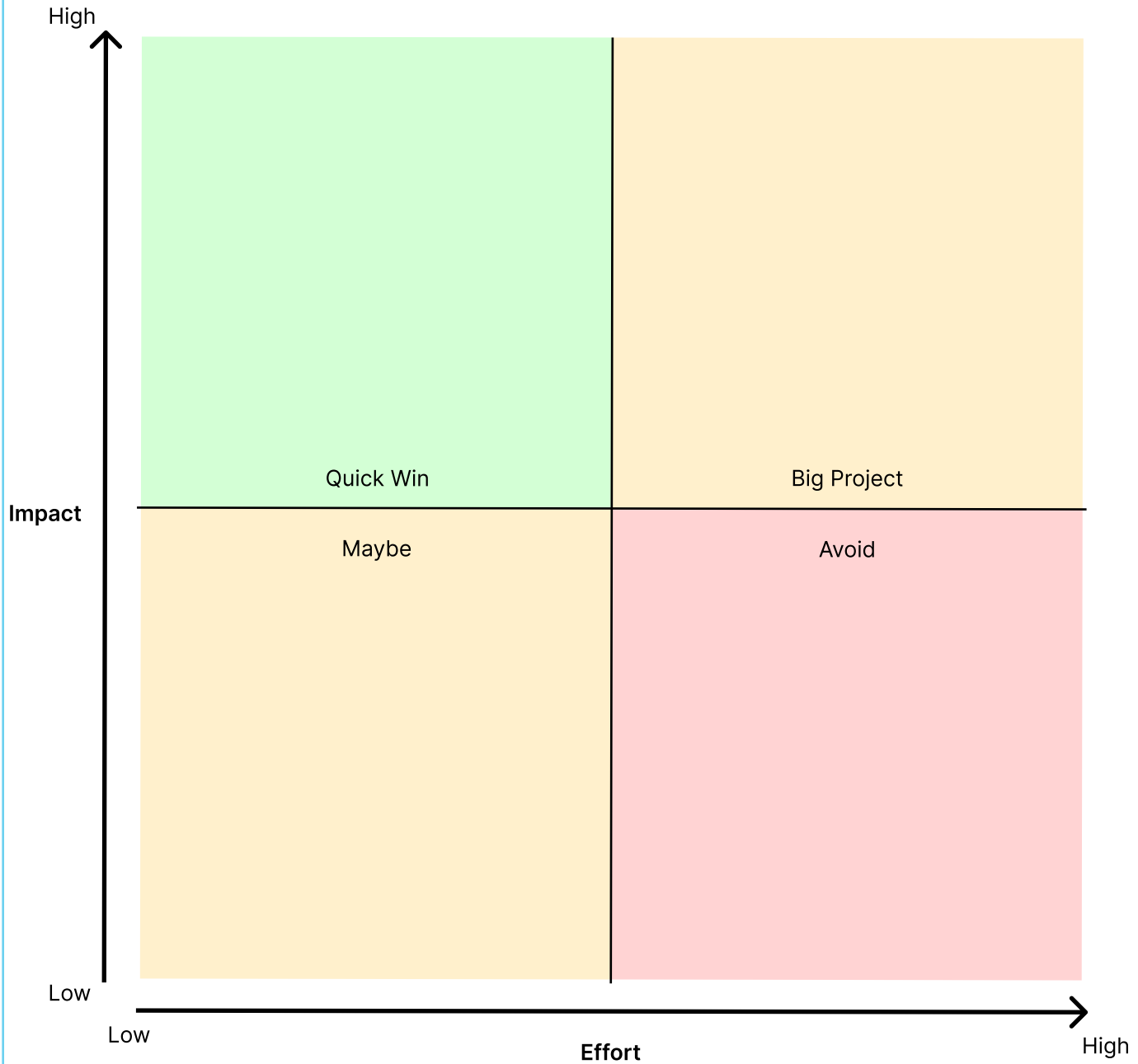


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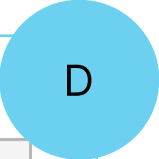
Idea Generation & Prioritization

Brainstorm ideas and prioritise based on Impact vs Effort matrix





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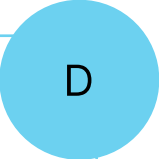


Activities *List all the activities related to the PDCA project*

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



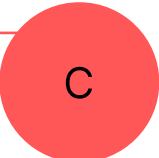
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Counter measure

Describe in detail the final solution proposal.

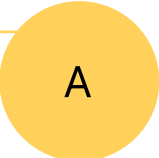
Example: Update SoPs and create a checklist (control process) for making sure the packaging material is aligned properly.



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> | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |



Validation

Document and communicate the successful corrective action.

Date _____

Standard Created/Update

Initials _____

Has the results been communicated