



D.M.A.I.C Project Checklist

DEFINE

- ✓ Project Charter
- ✓ Business Case (why is this project important)
- ✓ Problem Statement & Objective
- ✓ Baseline Data (Primary Metric "Y")
- ✓ Target
- ✓ COPQ Estimate
- ✓ Project Team
- ✓ Project Scope
- ✓ Project Timeline
- ✓ Project Constraints/Dependencies
- ✓ High Level Process Map
- ✓ Customer Requirements Identified
- ✓ Define Phase Report

IMPROVE

- ✓ Potential Solutions Developed
- ✓ Potential Solutions Prioritized
- ✓ Solution Selected
- ✓ Improvement Pilot/Test Plan
- ✓ Improvement Pilot/Test Execution
- ✓ Improvement Verified
- ✓ New Process Capability
- ✓ Updated Process Map
- ✓ Solution Implementation Plan
- ✓ Primary Metric Updated
- ✓ COPQ Revision
- ✓ Improve Phase Report

MEASURE

- ✓ Detailed Process Map
- ✓ FMEA
- ✓ SIPOC
- ✓ Data Collection Plan (Potential X's)
- ✓ Measurement Systems Analysis (Primary Y)
- ✓ Process Capability Analysis
- ✓ List of Possible X's
- ✓ Prioritized List of X's to be Analyzed
- ✓ Primary Metric Updated
- ✓ COPQ Revision
- ✓ Measure Phase Report

CONTROL

- ✓ Full Solution Implementation
- ✓ Standard Operating Procedures Developed
- ✓ Communication Plan
- ✓ Training Plan
- ✓ Audit Plan
- ✓ Control Charts
- ✓ Control Plan
- ✓ Primary Metric Updated
- ✓ COPQ Revision
- ✓ Full Project Report

ANALYZE

- ✓ Sources of Variation Identified
- ✓ Potential X's Eliminated
- ✓ Root Causes Confirmed (Critical X's Identified)
- ✓ Primary Metric Updated
- ✓ COPQ Revision
- ✓ Analyze Phase Report