

PDCA

PLAN-DO-CHECK-ACT

DATE:

THIS PDCA PROCEDURE CAN BE CONDUCTED USING THE FOLLOWING DEVICES:

- TABLET (ANDROID & IOS)
- SMARTPHONE (ANDROID & IOS)
- AR GLASSES (MICROSOFT HOLOLENS 2, EPSON, REALWEAR AND VUZIX GLASSES)

PROJECT TITLE:

CONDUCTED BY:

LOCATION:

Plan

Identify the Problem

Describe the problem or opportunity for improvement.

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Analyse the Problem

Identify the cause of the problem, evaluate possible solutions and alternatives.

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Set Objectives

Define clear, specific, and measurable objectives.

Develop an Action Plan

Define the action plan by listing the required steps, resources needed, responsibilities, timeline, and due dates.

Determine Success Criteria

Define how the success will be measured and establish targets.

Do

Implement and Execute the Action Plan

Perform the steps defined in the action plan. Monitor progress and document any issues.

Check

Analyse the Data

Gather the data, compare the results against the success criteria, and evaluate the effectiveness of the action plan.

Review Objectives

Determine if the objectives were met.

Document Findings

Highlight important results and lessons learned.

Act

Standardize Successful Practices

If the plan was successful, standardize the process. Indicate which documentations and procedures should be updated.

Address Issues

If objectives were not met, identify the root cause and develop corrective actions.

Plan the Next Cycle

Plan the next PDCA cycle based on findings.

SIGNATURE:

DATE: