Analyze Checklist

*Instructions*

If you can respond “yes” to statement 7 below, and have done many of the tasks described in the other statements, chances are good you are ready to begin developing solutions in the “Improve” phase of DMAIC.

*For our project we have:*

1. Examined our process and identified potential bottlenecks, disconnects and redundancies that could contribute to the problem on which we are focusing.

2. Conducted a value and cycle time analysis, locating areas where time and resources are devoted to tasks not critical to the customer.

3. Analyzed data about the process and its performance to help stratify the problem, understand reasons for variation in the process, and identify potential root causes.

4. Evaluated whether our project should focus on process design or redesign, as opposed to process improvement, and confirmed our decision with the project sponsor.

*For Process Design/Redesign:*

5. Ensured that we understand the key workings of the process so we can begin creating a new process to make your business more efficient and effective.

*For Process Improvement:*

6. Developed root cause hypothesis to explain the problem we’re solving.

7. Investigated and verified our root cause hypotheses, so that we are confident we have uncovered one or more “vital few” root causes that create our problem.