Control Checklist

*Instructions*

If you can respond “yes” to each statement below, you’ve completed all key steps in your DMAIC project and are ready to celebrate and maintain your improvement.

*For our project we have:*

1. Compiled results data confirming that our improvement has achieved the Goal defined in our team Charter.
   - [ ] Yes
   - [ ] No

2. Selected ongoing measures to monitor performance of the process and continued effectiveness of our solution.
   - [ ] Yes
   - [ ] No

3. Determined key charts/graphs for a “cockpit chart” on this process, including key procedures and process maps.
   - [ ] Yes
   - [ ] No

4. Prepared all essential documentation of the revised process, including key procedures and process maps.
   - [ ] Yes
   - [ ] No

5. Identified an “owner” of the process who will take over responsibility for our solution and for managing continuing operations.
   - [ ] Yes
   - [ ] No

6. Developed (with the process owner) Process Management Charts detailing requirements, measures and responses to problems in the process.
   - [ ] Yes
   - [ ] No

7. Prepared a storyboard documenting the team’s work and data collected during our project.
   - [ ] Yes
   - [ ] No

8. Forwarded other issues/opportunities, which we were *not* able to address to senior management.
   - [ ] Yes
   - [ ] No

9. Celebrated the hard work and successful efforts of our team.
   - [ ] Yes
   - [ ] No

Based on Six Sigma – DMAIC Quality Improvement Process