Improve Checklist

Instructions

If you can respond “yes” to each statement below, you’ve achieved success with your improvement, and are ready to plan to “Control” your process/solution.

For our project we have:

1. Created a list of innovative ideas for potential solutions.

2. Used the narrowing and screening techniques to further develop and qualify potential solutions.

3. Created a “Solution Statement” for at least two possible proposed improvements.

4. Made a final choice of our solution based on success criteria and cost/benefit analysis.

5. Verified our solution with our sponsor and received buy-in and the go-ahead.

6. Developed a plan for piloting and testing the solution, including a pilot strategy, action plan, results assessment, schedule, etc.

7. Evaluated pilot results and confirmed that we can achieve the results defined in our Goal Statement.

8. Identified and implemented refinements to the solution based on lessons from the pilot.

9. Created ad put in place a plan to expand the solution – with refinements- to a complete implementation.

10. Considered potential problems and unintended consequences of the solution and developed preventive and contingent actions to address them.