

# Process Design/Development Worksheets

<b>PDCA</b>	<b>9-Steps</b>
<b>Plan</b>	1) Describe the Project 2) Explore the Essentials and Narrow the Focus 3) Establish the Metrics and Constraints 4) Identify Possible Alternatives and Select the Best Alternative  5) Develop an Optimistic Plan with Obstacles and Countermeasures
<b>Do</b>	6) Develop, Implement and Monitor the Detailed Plan
<b>Check</b>	7) Evaluate the Results
<b>Act</b>	8) Standardize 9) Reflect on the Process

The intent of this form is to formalize the thought process and ensure the proper steps are considered. It may also serve to explain the perspective of the teams approach at some future date. Other supporting documentation should be referenced from this document to provide details relative to ROI, Process Flow Charting,...etc.

Any of the steps shown may require external documents to provide additional information. At the bottom of each page, indicate the name of the appropriate support documents. All supporting documents should be filed in the same folder at this 9 step summary. Hard copy documents can be scanned into electronic form.

(Red dots indicate additional notes that may be helpful in completing this form.)

## Step 1 - Describe the Project

**Purpose:**

- 1) State clearly and succinctly, the nature of the work at hand.
- 2) Supply background information concerning the reason for this project.

Project Name:

Problem to Be Solved:

Background Information:

Core Team Members:

Team Leader:

Project Start Date:

Supporting Documents: