

Project F# 8D DOCUMENTS BAD WRITTEN

Start date: [02/02/2022]

☒ Internal

☐ External

1. D1 BUILD A TEAM

Role	Name	Contact data
8D Leader	MARTIN	martin.lorut-gauriat@algosup.com
Team	BRENDON	
	karine	

Targets

	Planned	Achieved
Deadline to secure the customer (D3)	03_02_2022	(date)
Deadline to solve the problem (D6)	10_02_2022	
Deadline to close the 8D (D8)	24_02_2022	

Communication

	Who	When	How often	How
Customer	Franck Jeannin & Natacha	10_02_2022		Presentation
Boss	Franck Jeannin			
Other team				

2. D2 DEFINE THE PROBLEM

Customer	Franck Jeannin & Natacha
Project	F#
Version	1
Quantity	
Recurring	yes but not in other project
Other project(s) impacted	no

QQOQCCP	IS	IS NOT
What is the problem?	bad appreciation from Franck	
When has the problem been detected?	mid-project meeting	The end of the project and the beginning of the project
Where has the problem been detected?	at the meeting	before the meeting
Who has detected the problem?	Franck	
How has the problem been detected?	By review it	
How many cases are there?		
Why is it a problem?	documents are very important to manage the project	

3. D3 PROTECT THE CUSTOMER

#	Actions to protect the customer	Who	Deadline	Status
	listen that is wrong and correct it	Karine	10_02_2022	

Conclusion / result:

We can write better documents to manage the project.

4. D4 IMAGINE PROBABLE FACTORS

5M	Occurrence O	Non-detection ND
Machine		
Method	the document are bad writtent	
Measurement / environment		
Material		
Manpower		

5. D5 REAL CAUSES, ROOT CAUSES

5.1 Prove that the probable factor is a real cause

#	O/N D	Factor	Actions for analysis	Who	Deadline	Proven Y/N
1	O	the documents are bad written	-listen to understand what is wrong -understant the model	Karine	10_02_2022	Y

5.2 Find the root causes

#	Proven factor	Why 1?	Why 2?	Why 3?	Why 4?	Why 5?
1	the document are bad written	It is the first time we did it	we didn't understand the model	we thought it was difficult	we didn't understand the project	we didn't search enough to find a model

6. D6 CORRECTIVE & PREVENTIVE ACTIONS

#	Actions (technical, organisational)	Who	Deadline	Status
	search for a good model of documents	Karine	09_02_2022	OK

7. D7 CHECK THE EFFECTIVENESS & TRANSVERSALIZE

#	Actions (effectiveness checking / transversalization)	Who	Deadline	Status
	Search for a good model of documents	Karine	10_02_2022	
	<input type="checkbox"/> Work standards:			
	<input type="checkbox"/> Risk analyses:			
	<input type="checkbox"/> Best practices:			

8. D8 CLOSE THE D8

- xEfficient corrective actions (D6)
- xTransversalization actions under control (D7)
- xChecklists updated
- xResults communicated internally
- xResults communicated to the customer
- xThank the team!
- Remarks: