Cycle Plan

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| Project Name | Web Development for Data Management | | |
| Developed by | Tony White | Sponsor | SMWS Board |
| DMAIC Phase(s) | Define | **Cycle No:** | 4 |

1. Plan

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| Objective |
| * Define the requirements of the web solution * Understand the records keeping process flow and the interactions * Decision on existing part developed web-site |

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| Questions | Predictions |
| 1. What should the future web-solution be able to do 2. How does our current records management process work 3. Do we keep the existing web-site and build on it | 1. Manage all our key records 2. Simple process but with lots of small interactions an sub-processes required to make it work 3. Has good bones and perhaps be built upon |

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| Activity | Who | By When |
| Visioning using CTQ to envisage potential future state | Board, Support Team | 1/7/13 |
| Review current web solution and undertake Gap Analysis against visioning exercise |  | 1/7/13 |
| Determine IT platform |  | 30/7/13 |
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**Reflections / Learning**

1. Do

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| Observations in carrying out plan (park it notes) |
| Areas are interlinked and will require further understanding of how it all fits together |

1. Study

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| Analysis of data |
| 1. **Determine what the Data Tool should manage**   Visioning session of the future state was undertaken and CTQ tree utilised to capture the information    Figure 1: Critical to Quality Tree for Web Requirement Areas  This covers a significant range of requirements and the key areas are interlinked tightly. There are a number of priority or key areas that need to be developed in conjunction.   1. **Applicability of the current partially developed web-site - Gap Analysis**   A gap analysis was undertaken of the future state with the current web site.  It was determined upon review that the existing web-site took a narrow approach and the animal records needs were developed from the Access Database.  Interactions of the whole system were not developed and to rebuild the existing web-site to incorporate these would be a difficult challenge. It was determined that unfortunately we needed to start again, but could keep some of the functionality currently built. |

1. Act

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| Recommendations |
| Review and modify current membership list  Develop test “screens” to help define what is needed  Focus on Members and Office needs  Set up regular meetings with programmer (Cale) |

**Checklist for Plan**

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| No rhetorical questions  No questions restated  Questions useful for learning (clear, concise)  No obvious missing questions  All questions related and relevant | Predictions are specific, not general  Predictions include why they believe these predictions (personal experience, data available)  PDSA seems reasonable in size – achievable in a reasonable timeframe |