Final Project Report

Please find the Final Project Report Template as a sample for your project.

Please prepare the group oral presentation for your final project report and project closeout including the key learning experience, control phase and process improvement activity for future projects.

You have 30 mins for the presentation.
Please feel free to contact me if you have any questions regarding your final report or if you need any clarification!

Good luck and best regards

Dr. Farzindar

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Project Report Template
Lean Six Sigma

Team Members : Personal Information

Name: <first name, last name>
Address: <street, city, province/state, country, zip/postal code>
Email:

Project Information

Project Title:
Date Started:
Date Completed:
Project Sponsor/Champion:

Executive Summary: Six Sigma Project

The executive summary should be ½ - 1 page in length and provide a concise and accurate account of the project, including:

- *Problem statement*
- *Project scope*
- *Major project phase (DMAIC) milestones and key learning*
- *Test scenario*
- *Conclusions*
- *Project recommendations*

- *Actions Taken*
- *Benefits realized may include*
    - *Process capability*
    - *Financial benefits*
    - *Other benefits*

Lean Six Sigma Project

Important: *The detailed project report should be organized by project phase (D-M-A-I-C), and provide sufficient detail, along with supporting data and tools used.*

DEFINE PHASE

Note: Use only those tools and processes that apply to your individual project.

Cost of Poor Quality Statement

In one or two paragraphs, state the project opportunity. What problem would you like to fix?

Customer Satisfaction (Voice of the Customer)

In one or two paragraphs, state the impact of cost of poor quality on the customer – the customer being the external customer who receives product or service that is directly impacted by the process that is the focus of your Six Sigma project. Describe how the VOC was validated.

Tools Application

List the tools employed during this phase, and any key learning arising from the application of the tools.

MEASURE PHASE

Process Mapping/Process Visualization

Describe the process mapping technique employed for your project: process map, block diagrams, value-stream mapping, etc. Attach, as an appendix to this report, samples of the process maps you used in this project. What were some of the key learning from the process mapping activity?

The Vital Few

What was the method you and your project team employed to select the "vital few" input variables (X's) affecting the output (Y) which was the focus of your project?

Data Collection Planning and Execution

Outline in brief the data collection plan you employed, discussing both the merits as well as shortcomings of this approach. What method did you use to determine sample size? What data preprocessing method did you use?

Measurement System Analysis

Describe if you performed a measurement system analysis, and the outcome of this study.

Tools Application

List the tools and evaluation metrics defined during this phase, and any key learning arising from the application of the tools.

ANALYSIS PHASE

Your goal is to come up with 3-5 potential solutions based on the information you gained in Define and Measure.

What charts will help you Analyze the data collected from Measure?

7 Quality Tools (fishbone, etc.)
Additional Charts Used by Lean Six Sigma such as VSM?

When looking at potential solutions: (possibilities to help critical thinking)

List your Y = f(x) formula

Y = outcome for the potential solutions
X= the inputs necessary to achieve this solution
f is how the inputs must function

SWOT
Strengths, Weaknesses, Opportunities, and Threats

What are the Root Causes?

Charts/graphs or logic

Is there any Correlations?

What are the sources of variation?

Provide and graphs or charts that may be applicable

List your Potential Solutions

IMPROVE PHASE

Alternative Solutions Considered

List your three to five potential technical solutions again

Recommended Solution(s)

Provide some insight into the solution(s) that were finally recommended, and any concerns or risks they posed.

How will this be piloted?

Create a project plan using WBS

Roll out and evaluate

You may leave improve once you have shown an improvement

CONTROL PHASE

Describe the controls that were recommended or implemented that would assist in the day-to-day process management, and sustaining long-term process control and benefits or improvements achieved. Comment on any issues or problems encountered in trying to implement process control, and how these challenges were resolved.

In addition to the controls, please list any follow-up actions that were planned after the closure of your project.

RESULT AND SYSTEM IMPLEMENTATION

Describe your machine learning approaches, system implementation, prototype and Demo.

APPENDICES

Include in the appendices any information that is not presented in the main body of the project report. You may wish to include diagrams or charts, statistical software package and graphics as well as any test data. Please include labels or reference tags to your information in the Appendix so that it can be easily cross-referenced with the main body of your project report.