**PDCA (PLAN-DO-CHECK-ACT)**

PDCA cycle is a strategy made to promote continual improvement.  
This strategy helps to improve product quality, makes learning effective and also simplifies the processes.

**Benefits:**

* Removes unnecessary activities
* Provides increased capability
* Reduces Cost
* Improve efficiency and quality over time

**History**

* Walter A. Shewhart introduced PDCA in 1939
* W. Edward Deming promoted PDCA as a primary means for continual improvement in 1950’s

**P-D-C-A**

* **Plan:** Identify problem and determine goals
* **Do:** Action plan and execution
* **Check:** Progress target vs actual
* **Act:** Standardize if works and rectify if not

**Introduction to Gemba**

Gemba is an activity that takes management to the front lines to look for the wastes and opportunities  
 which results to understanding of what is happening.

**Process Mapping basics**

Visual step-by-step process flow   
 This helps to walk-through the whole process and see it in its entirety.

**Data Analysis**