

Process Improvement Project – Feedback

Content Requirements	Possible Points	Points Earned	Comments
Project			
A) An executive summary is provided in the storyboard format including: Is the storyboard presented in 1 PowerPoint slide? Follows DMAIC? Are tools/graphs/charts used and clearly visible? Do they support findings and conclusions Are arrows, call-out boxes, etc. used to summarize, highlight questions and key learnings? Are expected results clear? And next steps noted?	5	5.00	Storyboard was complete and met the required elements. 5 tools shown. Conclusions for each DMAIC phase included and overall project summarized.
B) Is it a cohesive presentation opening with the business process and problem statement? The back-up slides (5-15) detail and support the storyboard content.	2	1.00	Nice summary and identification of the problem and its impacts. Process Map included. Mostly cohesive presentation, followed the required questions and was able to "tell the story" following DMAIC phases. Presentation slide count exceeded the limit of 15 slides.
C) Was the success measure clearly identified, operationally defined and baseline identified? (Was the data identified as continuous or discrete, includes SQL?)	3	3.00	Success measure discussed and clearly quantified. Operational definitions discussed. Continuous and discrete data used and discussed. Before and after SQLs calculated.
D) Was the data measurement plan or data stratification tree included?	1	1.00	Data Stratification Tree included.
E) Was the data collection method identified?	1	1.00	Data collection method discussed.
F) Was there rationale for the sample size taken? Use of the formula? Is there any reference to measurement error and how to minimize?	1	1.00	Sample size calculated, calculation included in paper. Opportunities for measurement error discussed.
G) Are at least 5 different tools and techniques clearly identified? Are the tools linked/ pertinent to the data analysis?	5	5.00	At least 5 tools included. Tools linked and discussion relevant to analysis.
H) Does the data analysis clearly tie to the problem conclusion? Is the "discovery" clear to the reader?	2	2.00	Discovery discussed, clear conclusions, and next steps outlined.
Total possible 100 points	20	19.00	Excellent work!