**DMAIC Storyboard Checklist Template**

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| **Define Phase** | **Project Charter** | **Voice of the Customer (VOC)** | **High-Level Process Map** |
| [ ]  Problem statement defined[ ]  Goal statement defined[ ]  Scope defined[ ]  Team members and roles identified | [ ]  Customer requirements identified[ ]  Customer feedback analyzed | [ ]  Current process mapped[ ]  Key process steps identified |
| **Tools** | **Tools** | **Tools** |
| [ ]  Project Charter Document[ ]  SIPOC Diagram | [ ]  VOC Analysis[ ]  Surveys[ ]  Interviews | [ ]  Process Flow Diagram[ ]  SIPOC Diagram |

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| **Measure Phase** | **Data Collection Plan** | **Measurement System Analysis (MSA)** | **Process Capability** |
| [ ]  Data to be collected defined[ ]  Data collection methods and timeline defined | [ ]  Measurement system validated[ ]  Gage R&R studies conducted | [ ]  Current process capability assessed[ ]  Cp and Cpk values calculated |
| **Tools** | **Tools** | **Tools** |
| [ ]  Data Collection Plan[ ]  Operational Definitions | [ ]  MSA Results[ ]  Gage R&R | [ ]  Control Charts[ ]  Capability Analysis |

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| **Analyze Phase** | **Data Analysis** | **Root Cause Analysis** | **Process Analysis** | **Hypothesis Testing** |
| [ ]  Data summarized with statistics[ ]  Trends and patterns identified | [ ]  Potential root causes identified[ ]  Root causes validated with data | [ ]  Detailed process map created[ ]  Value stream analyzed | [ ]  Hypotheses tested[ ]  Appropriate statistical tests used |
| **Tools** | **Tools** | **Tools** | **Tools** |
| [ ]  Histograms[ ]  Box Plots[ ]  Pareto Charts | [ ]  Fishbone Diagram[ ]  5 Whys Analysis | [ ]  Value Stream Map[ ]  Process Flow Diagram | [ ]  T-tests[ ]  ANOVA[ ]  Regression Analysis |

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| **Improve Phase** | **Brainstorming Solutions** | **Solution Selection** | **Pilot Testing** | **Improved Process Map** |
| [ ]  Potential solutions generated[ ]  Solutions categorized and prioritized | [ ]  Impact-effort matrix used[ ]  Solution prioritization chart created | [ ]  Pilot tests planned and conducted[ ]  Data collected to validate pilot results | [ ]  Process map updated[ ]  New process flow documented |
| **Tools** | **Tools** | **Tools** | **Tools** |
| [ ]  Brainstorming Sessions[ ]  Affinity Diagrams | [ ]  Impact-Effort Matrix[ ]  Solution Prioritization Chart | [ ]  Pilot Test Plan[ ]  Pilot Test Results | [ ]  Updated Process Flow Diagram[ ]  SOPs |

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| **Control Phase** | **Control Plan** | **Monitoring and Measurement** | **Documentation and Reporting** | **Handover to Process Owners** |
| [ ]  Detailed control plan created[ ]  Monitoring and response plan defined | [ ]  Monitoring procedures and schedules established[ ]  Control charts and dashboards set up | [ ]  Documentation updated[ ]  Reporting routine established | [ ]  Formal handover meeting conducted[ ]  Training and materials provided |
| **Tools** | **Tools** | **Tools** | **Tools** |
| [ ]  Control Plan Document[ ]  Monitoring Tools | [ ]  Control Charts[ ]  KPI Dashboards | [ ]  Updated SOPs[ ]  Reporting Templates | [ ]  Handover Checklist[ ]  Training Materials |

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