**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12109&utm_source=template-word&utm_medium=content&utm_campaign=DMAIC+Storyboard+Checklist-word-12109&lpa=DMAIC+Storyboard+Checklist+word+12109)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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