Complete	**0%**
PROJECT PLANNING	**0%**
Has a project champion been identified?	0%
Has a Project been identified?	0%
Have our Team Members been identified?	0%
Has the Process(es) been identified for the project?	0%
Has the COPQ-CTQ varibales for the identifed process been identified?	0%
Has an issues register been created?	0%
Has the Issues Register been updated?	0%
Has a Project Plan been created?	0%
Are all required tasks listed?	0%
Has task progress been monitored and updated?	0%
Have all resources required been updated in the project plan? (RACI)	0%
Do you have meeting minutes/notes for all meetings?	0%
Has data storage been updated?	0%
Soft Copies	0%
Hard Copies	0%
DEFINE-PROJECT CHARTER	**0%**
Project Charter listed in Project Plan?	0%
Project Name identified?	0%
Champion Listed?	0%
Start Date established?	0%
Estimated end date established?	0%
Project Leaders identified?	0%
Project Description written?	0%
Project Scope identified?	0%
Problem Statement written?	0%
Business Case identified?	0%
Critical Measures identified?	0%
Team Members identified?	0%
Stakeholders identified?	0%
Processes identified?	0%
Process owners for each process identified?	0%
SIPOC completed for each process?	0%
Process map created for each process?	0%
Schedule outlined in project plan?	0%
DEFINE-BUSINESS CASE	**0%**
Has an impact analysis been completed?VOC?VOB?VOP?	0%
Has the project cost been estimated?	0%
Have time requirements for the project been estimated?	0%
Have resource requirements for the project been estimated?	0%
Have sources of waste for the project problem statement been estimated?	0%
Has the cost of doing nothing been estimated?	0%
Have safety and regulatory issues been identified?	0%
Has the return on investment been calculated?	0%
Has a link to business strategy been established?	0%
Has a dollar and time value for the project been established?	0%
DEFINE TOLLGATE (INCLUDES SIGN OFF FROM CHAMPION)	0%
MEASURE-DATA COLLECTION PLAN	**0%**
Are all measurement descriptions completed for the measure phase?	0%
Have measure types been identified (inputs v outputs)?	0%
Have all data types been identified (variable v attribute)?	0%
Have all stratifications been identified?	0%
Has what to measure been identified?	0%
Has how to measure each data requirement been identified?	0%

Has sampling been considered in each case?	0%
Has the collection method been identified?	0%
Have all measurement gages been validated?	0%
MEASURE-DATA COLLECTION FORMS	**0%**
Have all data collection forms requirements been created?	0%
Have all data collection forms been designed?	0%
Have all data collectors been identified?	0%
Has the data collection process been created for each data requirement?	0%
Are all current data collection measures identified on the data collection plan	0%
MEASURE-DATA PRESENTATION	**0%**
Has all data been collected?	0%
Has all data been transformed into a useable format?	0%
Has all data been represented graphically? Normal Distribution?	0%
Has the data been analysed in terms of the problem statement?	0%
Has the expectations of the data been expressed?	0%
MEASURE TOLLGATE (INCLUDES SIGN OFF FROM CHAMPION)	0%
ANALYSE-ROOT CAUSE ANALYSIS	**0%**
Has 6M identification been completed on root cause?	0%
Has a fishbone or equivalent been produced?	0%
Have scatter plots or equivalent been produced?	0%
Has root cause data been represented graphically?	0%
Has the root cause(s) been identified? Critical X?	0%
Has Hypothesis Testing been completed?	0%
Have Probabilities been established?	0%
Can the project data and analysis prove root cause?	0%
ANALYSE TOLLGATE (INCLUDES SIGN OFF FROM CHAMPION)	0%
IMPROVE	**0%**
Has the improvement been planned?	0%
Has an impact analysis on the improvement been completed?	0%
Has an improve tool been identified?	0%
Has mistake and error proofing analysis been done?	0%
Has a visual control been considered in the improve phase?	0%
Has FMEA been conducted on the changes?	0%
Has Pugh Analysis been done on improvement options?	0%
IMPROVE TOLLGATE (INCLUDES SIGN OFF FROM CHAMPION)	0%
CONTROL	**0%**
Is there an auditing process in place?	0%
Is there workplace training organised?	0%
Is there proof the problem has been improved?	0%
Have all relevant procedures been updated?	0%
Have all relevant processes been updated?	0%
Is there an ongoing visual control of the problem and its improvement?	0%
Have other projects been identified in the improvement and control of the root cause?	0%
Are the required controls in place?	0%
CONTROL TOLLGATE (INCLUDES SIGN OFF FROM CHAMPION)	0%
CLOSE OUT	**0%**
Has the ROI for the project been realised	0%
Has the team been congratulated and thanked	0%
Specific Project requirements as outlined between project lead, champion, BB	0%