

DMAIC Project Template



CARILIONCLINIC

Project Sponsor

Team Leader

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Team Members

Email

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Team Members

Email

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Project Status

Phase	*Status	Original Estimated Completion Date	Actual Completion Date	% Confidence of meeting est. completion date (0% to 100%)
KICK OFF	Complete	July 2016		
Define	Active	9/9/16		
Measure	Not Started	10/25/16		
Analyze	Not Started	11/10/16		
Improve	Not Started	12/11/16		
Control	Not Started	12/22/16		
Project review with PI Director	Not Started	1/31/17		
Project report 1	Not Started	2/1/17		
Project report 2	Not Started	3/1/17		
Project report 3	Not Started	4/1/17		
Project write-up	Not Started	4/30/17		
Final presentation	Not Started	May 2017		

*Status choices: Not started, Active, Complete

Project Risks

Priority	Probability	Risk Description	Impact	Mitigation Plan

Ranking method for Priority, Probability, and Impact:

1 = low, 2 = low to moderate, 3 = moderate, 4 = moderate to high 5 = high

DEFINE

Problem Statement

- Clearly define problem in this space (reference any relevant data).

Project Objective(s)

- Define the objective(s). Be specific and quantify the objectives if possible. Please define your measurable target.

DEFINE

Problem Scope

- In scope:
 - Define the boundary of the project you wish to improve (e.g., medication retrieval from Pyxis to medication administration).
- Out of scope:
 - Clearly identify any areas/processes that are out of scope for the project (e.g., upgrading Pyxis software)

Project Customer(s)/Stakeholder(s)

- Define the customer(s)/stakeholder(s) included in the project scope.

Tollgates: 1. Charter complete 2. Resource needs identified and secured

MEASURE

Baseline Performance

- Measure baseline performance – how was the process performing before the improvement? Include any supporting graphics such as process map/flowchart, run chart, etc.

Tollgates: 1. Baseline performance established 2. Current state mapped

ANALYZE

Root Cause(s)

- What is the root cause(s) of the problem? Include any supporting graphics or illustrations of tools used, such as a histogram, Pareto analysis, cause and effect diagram, etc.

Tollgates: 1. Root cause(s) identified

IMPROVE

Solution(s) Considered

- Please describe any pilot/trial conducted prior to full implementation and impact on decision to implement proposed solution. Please indicate any best practices benchmarked or researched.

IMPROVE

Solution(s) Implemented

- List the final solution(s) implemented to improve the process - include any supporting data and/or graphics illustrating tools used, such as a future-state process map, trial results, etc.

Tollgates: 1. Future state mapped/improvement identified 2. Pilot/trial started

CONTROL

Control Elements

- List the control mechanism used to sustain the improvement over time. Such mechanisms/steps may include education, new policy/procedures, routine audits, implementing a mistake-proofing process, etc.

Tollgates: 1. System in place to monitor/audit/facilitate process and output performance

RESULTS

Project Results

- Sustained results based on the problem statement and project objectives. Include any supporting documentation such as a run chart, histogram, audit results, etc.

Tollgates: 1. Data illustrating baseline measures and post improvement measures

LESSONS LEARNED

Lessons Learned during the Project

- Is there anything the team learned from doing this project that could be helpful when completing other projects?