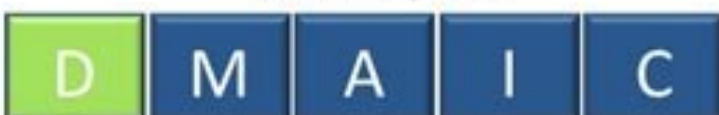


I'm not robot!

Six Sigma



Optimise-GB

Produce an A2/3 project charter to describe what the project is about and what it is to deliver (ex1)

Illustrations

Drawing

PowerPoint offers a wide range of drawing tools which allow you to create your own pictures to visually enhance your presentation. You also have a comprehensive Clip Art gallery of pictures which can be inserted into your slides.

If you hold down the SHIFT key while dragging an oval or a rectangle, PowerPoint keeps the object the same width and height. That way you can make perfect circles and squares. Release the mouse before you release the SHIFT key.

Holding down the SHIFT key while dragging a line or arrow keeps you line at an angle that's an exact multiple of 15 degree increments, which is particularly useful for making exactly horizontal or vertical lines. Release the mouse before you release the SHIFT key.

To draw "perfect" objects:

Mouse

1. Select a SHAPE Tool.
2. Hold SHIFT as you click and drag to define the shape on the slide.
3. Release the mouse before you release the SHIFT key.

DRAWING OBJECTS FROM CENTRE OUTWARDS

Sometimes, it's useful to draw a shape by anchoring its centre point and then dragging. This is particularly useful when trying to position things accurately on a slide.

To draw an object from the centre out:

Mouse

1. Select a Shape Tool.
2. Hold CTRL as you click and drag to define the shape on the slide.
3. Release the mouse before you release the CTRL key.

You can draw a perfectly regular shape from the centre outwards by holding down SHIFT + CTRL as you draw the shape.

Any shape or line that you draw is called an Object and must be selected before you can move, resize or format it.

Ref	Text/Script	List or Menu	Development Notes
S1	<p>Think Bubble 1: How I can't remember the acronym I created and memorized for this 7-point process... what do I do now?</p> <p>Instruction Box 1: You'll need to help Kelvin out of this disaster. Consider your options and click one.</p>	<p>Menu</p> <ol style="list-style-type: none"> 1. Don't Do it 2. Recovery Tips 3. Prevent it 	<p>Type: Animated Screen</p> <p>Image: Classroom blur setting Male student sitting with pen thinking Sticky torn papers (for each menu)</p> <p>Animations: 1. Think bubble 1 slides in from right to left 2. Think bubble 1 fades out 3. Instruction box 1 slides in from top 4. Menu fade in one after the other</p> <p>Navigation: Menu is clickable to corresponding screen</p>
S2-M1	<p>Instruction Box 2: Kelvin has made some mistakes in the past but you're here now.</p> <p>Advise him against these...</p> <p>Instruction Box 3: Click the next button to see other advice options</p>	<p>Points</p> <ul style="list-style-type: none"> • Don't be anxious • Don't just write anything • Don't stay struggling with it • Don't ask your friend 	<p>Name: Menu 1</p> <p>Image: Classroom blur setting Male student sitting with pen thinking Notice board (for tips)</p> <p>Animations: 1. Instruction box 2 on screen 2. Slide in notice board 3. Fade in points one after the other 4. Fade out instruction box 2 5. Instruction box 3 slides in from top 6. Next Button appears below</p> <p>Navigation: Next button to go to options page</p>

Project Charter	
<p>Problem Statement</p> <p>As compared to a healthy BMI of 25 or less (185-190 pounds), a weight of 208 pounds is 7% over ideal BMI ranges.</p>	<p>Business Case & Benefits</p> <p>Annual weight gain has increased due to age, poor dietary habits, lack of exercise, and personal injury. Yearly doctor visits track weight, blood panel target ranges and general health. Target ranges need to be met to prevent increased health risks.</p>
<p>Goal Statement</p> <p>A loss of 15 plus pounds will create an ideal target weight below 190 pounds.</p>	<p>Timeline</p> <p>Define: 520 - 715 Measure: 521 - 715 Analyze: 701 - 715 Improve: 716 - 805 Control: 806 +</p>
<p>Scope In/Out</p> <p>In scope: Monitoring of diet, 1000-1200 per week, working weight and exercise 4-5 days/week. Resources are limited to 1 hour per week and 1000 per month for nutrition supplements. Healthy food & exercise journal. Consultation provided by a personal trainer.</p> <p>Out of Scope: Researching other processes, diet fat pills, special events and high intensity interval exercise and personal training.</p>	<p>Team Members</p> <p>Self and Family, Friends and Primary Care Doctor</p>

Flevy (www.flevy.com) is the marketplace for premium documents. These documents can range from Business Frameworks to Financial Models to PowerPoint Templates.

Flevy was founded under the principle that companies waste a lot of time and money recreating the same foundational business documents. Our vision is for Flevy to become a comprehensive knowledge base of business documents. All organizations, from startups to large enterprises, can use Flevy— whether it's to jumpstart projects, to find reference or comparison materials, or just to learn.

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you to describe the project's improvement in stages. The template helps you to create a beautiful display of the project or process improvement plan to help other departments and their heads understand the basic agenda behind conducting the process improvement sessions. It can help you to describe various development and improvement stages in various phases to ensure that you create a win-win situation in the end. Since each corporate project involves a large number of associates and stakeholders, you can easily use these templates to share an effective and impactful business strategy.Capitalizing on tools that offer much flexibility in moving your various modules to different arrangement styles and branching methodologies help gain variety of ideas without deviating from ones creative strides. The free sample example Storyboard templates in various format downloads helps you do this.Benefits of Using Already Made TemplatesAll of these templates are easy to modify and customize, thus, helps in creating a detailed project map or blueprint with great ease. These templates are specially designed to summarize and create a beautiful visual display of the progress of the initiative in a chronological order. Since these templates are segmented in various sections and fields, they work as a powerful communication mechanism for your production team, managers, and stakeholders. The storyboard is segmented in various sections and stages to help you document the completion of the project with ease. You can easily re-use the templates and create the fresh ones out of them by using them in the future as a guide for similar projects.ConclusionYou can easily download and use these templates in various formats and versions including MS Word, Adobe PDFs, and PSDs to ensure that you map your future projects in detail. Their wide availability and free online access helps you to choose the right template from a variety of options that are specially designed to support the common cause. The best thing about using the readymade templates is that what you see is what you get. Since all of these templates are premade, you can easily check a few of them beforehand without taking out the print of the final one. 1 DMAIC Process StoryboardCause and Effect Diagram Run chart or control chart Flowchart Objective: Identify and implement the measures required to establish baseline performance and quantify the opportunity. Objective: Define the Problem/Opportunity, Customers, Customer Requirements, and Process. Objective: Select problem/ opportunity theme, select team members Output: Problem/Opportunity selected, Team members selected. Develop business case Develop project team charter Understand Customer Requirements Understand the Process. Determine what to measure Understand the measures Understand Variation Assess measurement system Assess process performance TEAM FORMATION DEFINE MEASURE ANALYSE Output: A quantified picture of the current process performance, problem impact. The process sigma rating. Key Steps:- IMPROVE - I : Generate Potential Solutions Output: Team Project Charter, Work Plan, Measurable Customer Requirements, Process Map/Process Analysis Team charter Objective: Identify and verify the root cause(s) of the problem. Objective: Implement the preferred solution. Confirm that the problem and its root cause(s) have been reduced or eliminated. Implement preferred solution Verify effectiveness Apply comparative methods if necessary. Objective: Prevent the problem and its root cause from recurring. Standardise the solution (standards & procedures) Document project Implement scorecard Implement controls Analyse data Analyse process Determine potential root causes Hypothesis Testing Verify root causes Objective: Determine possible solutions that will address the identified root cause(s) of the problem. Generate potential solutions Select preferred solution Test/Pilot preferred solution Develop implementation plan Before After Key steps:- Standard procedure Output: Solution embedded and "routinised" in relevant process, procedures and standards. Objectives: Review team effectiveness, plan to address remaining issues and institutionalise the learning. Output: Recommendations for future projects and improvements to team processes. Project documentation and learnings "pack" IMPROVE - II: Implement and Check Review remaining project opportunities Review other applications Review learnings C D M A I 6 CONTROL - Standardise FUTURE PLANS Output: Root cause(s) identified, (Fishbone) Pareto Chart Checksheet Output: Preferred solution or countermeasures Output: Confirmation that the best solution to eliminate the problem & its root cause(s) has been implemented. Potential Solutions Action Plan Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 © Max Zornada (2011) 2 © Max Zornada (2011) 3 DMAIC Process StoryboardTEAM FORMATION DEFINE MEASURE ANALYSE IMPROVE - I : Generate Potential Solutions IMPROVE - II: Implement and Check CONTROL - Standardise FUTURE PLANS © Max Zornada (2011) 4 © Max Zornada (2011) 5 Lean Six Sigma Project CharterProject Title Process Expected Financial Impact Green Belt Telephone Number Champion Organization/Function Start Date Target Completion Date Problem/Opportunity Definition What is the Problem to be solved or the opportunity this project will exploit. Objective Improvement target, impact on Sigma, COQ/COPQ and Customer Satisfaction Business Case What improvement in business performance is expected. \$ impact and by when. Team Members Who are the team members and key experts to be consulted. Project Scope Which part of the process will be investigated Customer Benefit Who are the final customers. What benefits will they see and what are their most critical requirements. What are key milestone dates for completion of each stage. Define completion Measure completion Analyse completion Improve completion Control completion Project Completion Schedule © Max Zornada (2011) 6 © Max Zornada (2011) 7 Example: SEFP's Customer Requirements StatementOutputs: Customer Requirements Measure Target Importance to Customer Customer Satisfaction Priority Rating (Importance x Satisfaction) What is this customer's major complaint? What issue would they want us to work on? Ranking Scheme Importance to customer: 1 = Nice to Have, 2 = Important, 3 = Critical, Must Have Customer Satisfaction: 1 = Very Satisfied, 2 = OK. Could be better, 3 = Unhappy. Must be improved © Max Zornada (2011) 8 © Max Zornada (2011) 9 Pareto Analysis © Max Zornada (2011) 10 © Max Zornada (2011) 11 Fishbone Diagram People Procedures Equipment/SystemsMaterials/Environment © Max Zornada (2011) 12 © Max Zornada (2011) 13 Potential Solutions MatrixCost Ranking Ease of Implementation % of problem it fixes Overall Ranking Potential Solutions Scale: 0 = None, 1 = Low, 3 = Moderate, 9 = Strong © Max Zornada (2011) 14 © Max Zornada (2011) SlideShare uses cookies to improve functionality and performance, and to provide you with relevant advertising. If you continue browsing the site, you agree to the use of cookies on this website. See our User Agreement and Privacy Policy. SlideShare uses cookies to improve functionality and performance, and to provide you with relevant advertising. If you continue browsing the site, you agree to the use of cookies on this website. See our Privacy Policy and User Agreement for details.

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