

LEAN SIX SIGMA

Project

A DMAIC storyboard report

Companion template to the Lean Six Sigma Yellow Belt Guide

Define · Measure · Analyse · Improve · Control

Project Overview

Project Title:		Project Lead:	
Sponsor:		Process Owner:	
Start Date:		Target Date:	
Current Phase:		Status:	

DEFINE — Identify the Problem and Set the Boundaries

Problem Statement

Describe what is going wrong, how often, where, and what it costs. No causes, no solutions.

WHAT — what is the defect, failure or issue?

SIZE — how often does it occur / what is the magnitude?

WHERE — which process, location or step is affected?

IMPACT — what does this cost the business or customer?

Scope

Voice of the Customer

Customer says (VOC)	Translates to (CTQ / measure)

SMART Objective

Element
Specific
Measurable
Achievable
Relevant
Time-bound

Team

Role	Name	Contact / Notes

Estimated Benefits

Hard Benefits (Financial) and Soft Benefits (Non Financial)

Benefit Type	Annual Impact	Notes
Cost Reduction	£	
Revenue / Throughput	£	
Waste Reduction	£	
Other	£	
TOTAL ANNUAL BENEFIT	£	

Benefit	Measure / Impact

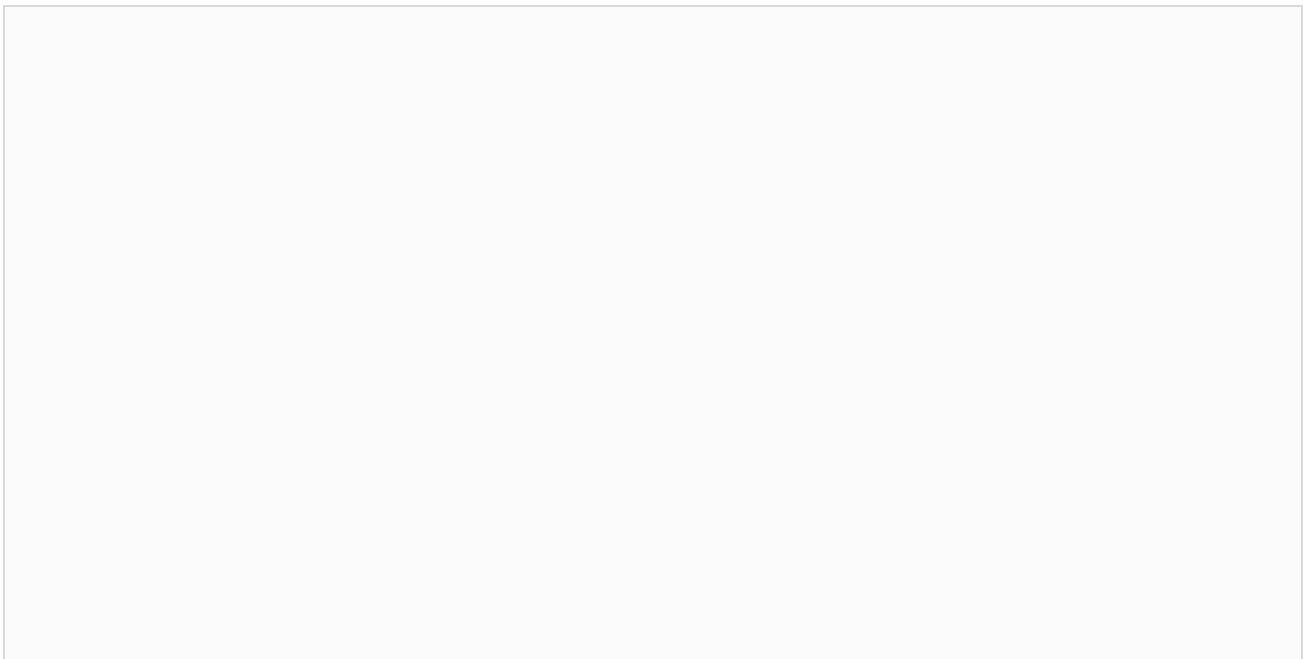
MEASURE — Map the Process and Quantify the Problem

Current Process Map (“As Is”)

Waste Walk (TIMWOODS)

Waste	Observed on this process
Transportation	
Inventory	
Motion	
Waiting	
Overproduction	
Over-processing	
Defects	
Skills	

Spaghetti Diagram (if applicable)



Data Collection Plan

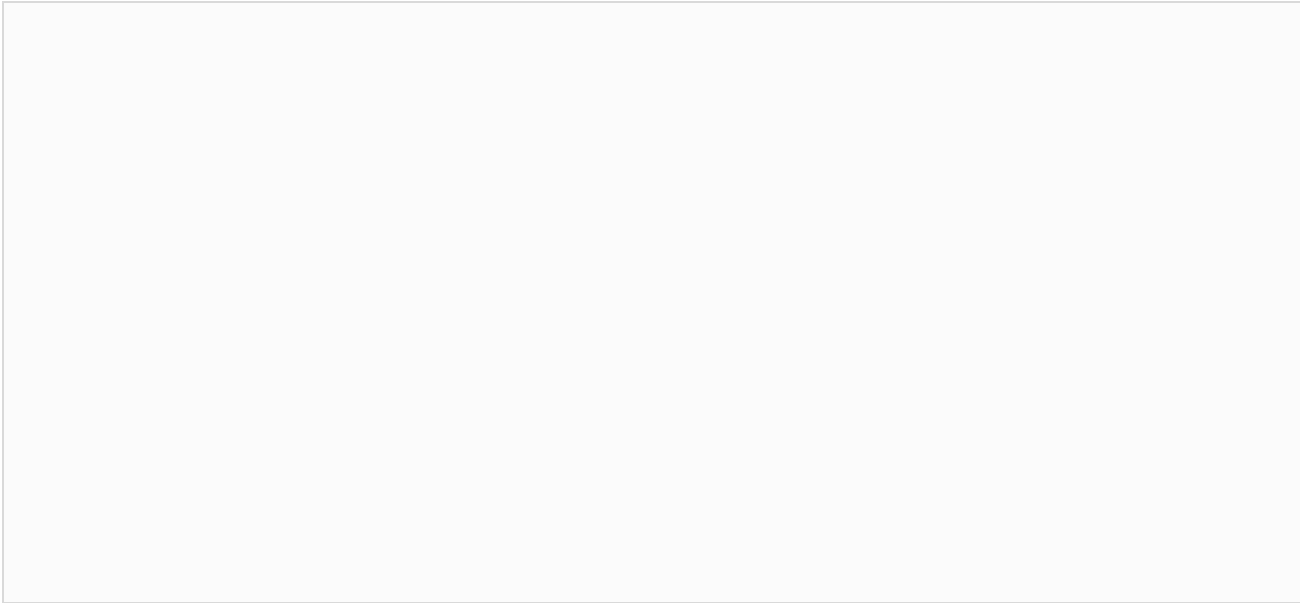
What data?	Why?	When?	How (method)?	Where in process?	Who?

How do you know the data is trustworthy?

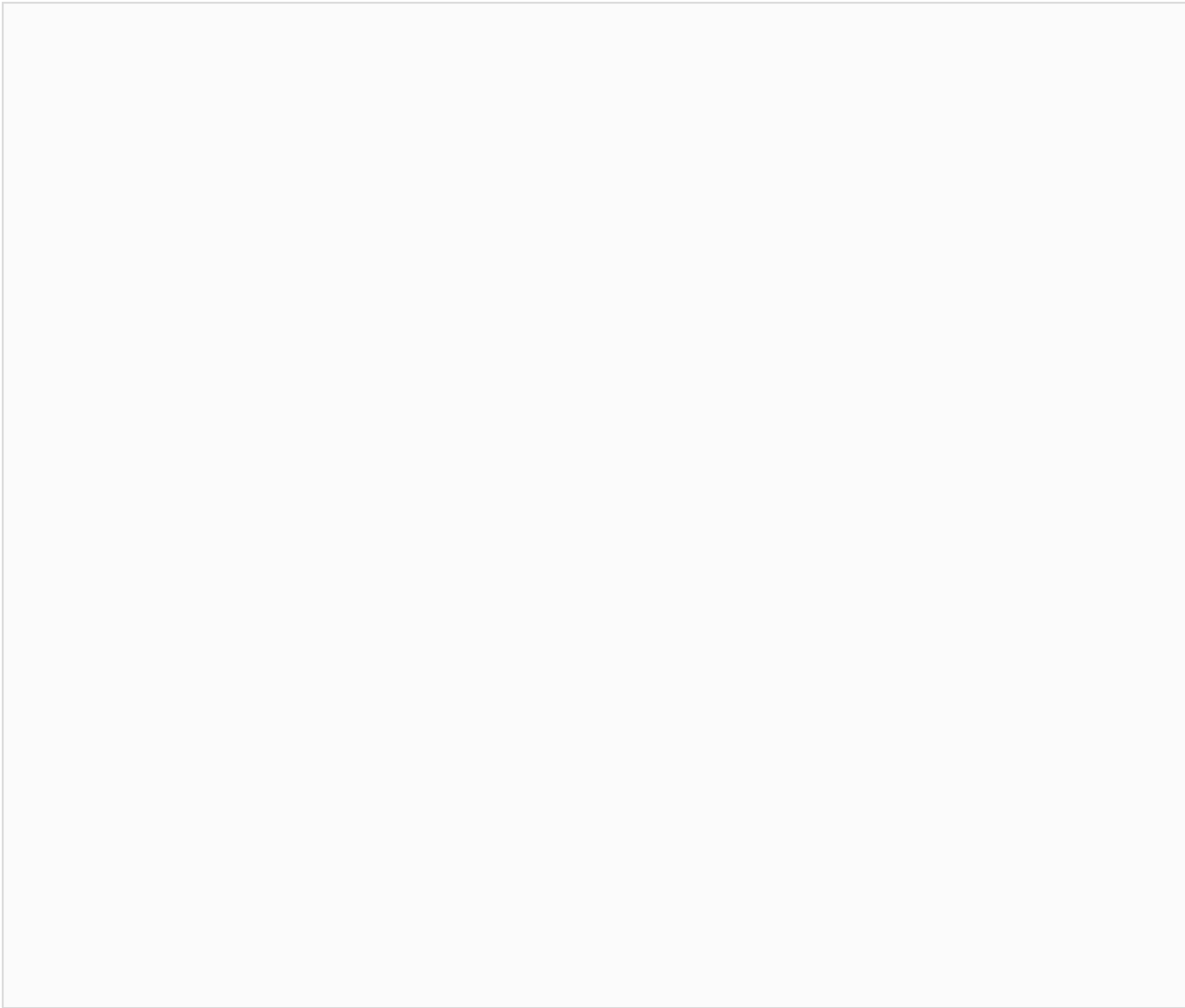
Current process performance (baseline)

ANALYSE — Find and Verify the Root Causes

Review of the Process Map



Fishbone Diagram

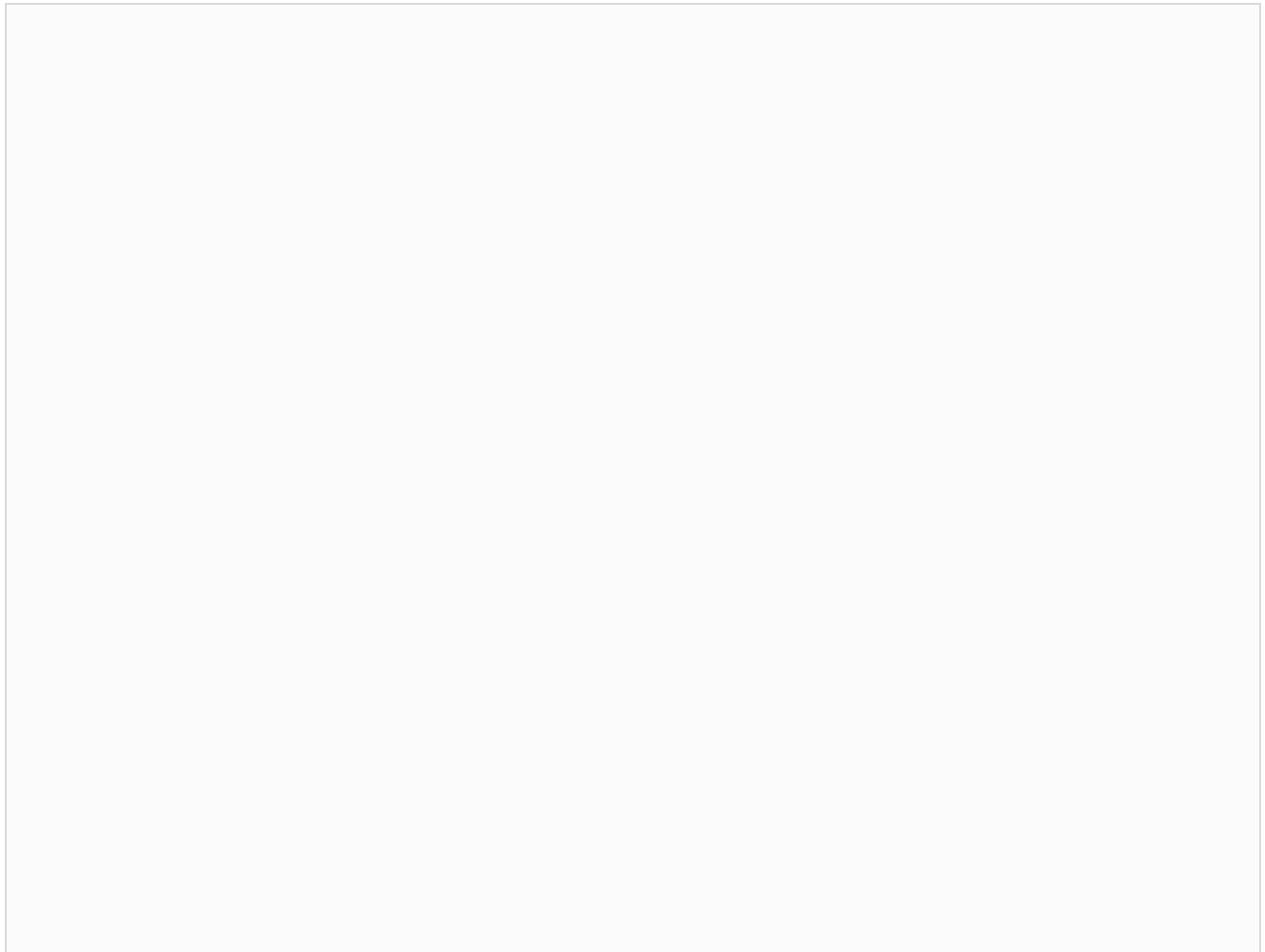


5 Whys

Problem:

Why?	Answer
1.	
2.	
3.	
4.	
5.	

Pareto Analysis



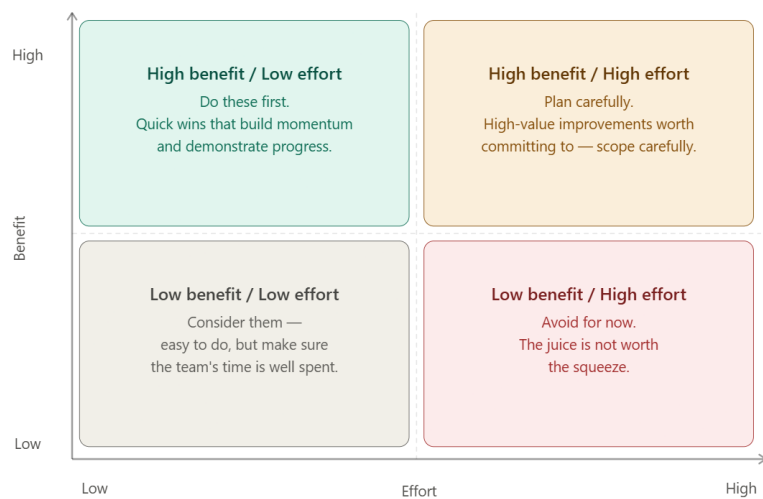
Verified Root Causes

#	Verified root cause	Evidence

IMPROVE — Generate, Test and Implement Solutions

Idea Generation

Prioritisation Matrix



Ease/Benefit prioritisation matrix — plot your ideas across the four quadrants.

Quadrant	Actions
Do First	
Plan Carefully	
Consider	
Avoid For Now	

“To Be” Process Map

Pilot

Metric	Before (Measure baseline)	After (pilot)

Pilot Lessons Learnt

CONTROL — Embed the Change so it Sustains

Visual Management

5S and Mistake-Proofing

Standard Operating Procedure

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Control Plan

Metric	Type (X/Y)	Control method

CLOSE — Results and Handover

Results Summary

Metric	Baseline	Target	Result at closure

Benefits Realised

Benefit Type	Estimated (Define)	Realised at closure
TOTAL ANNUAL BENEFIT		

Transfer of Ownership

Item	Confirmed (Y/N)	Notes

Replication

Sign-Off

Role	Name	Signature / Date