

Title:

Prepared by:
Date:
Version:

Plan

Problem statement:

Background / data:

Improvement goals

Do

Root cause analysis:
(insert FBD, 5Whys etc.)

Action list:
(who, what, where, when)

Check

Measurable results of actions

Act

- Standard work to maintain improved results
- Next target for improvement/ or next review cycle
- Any other follow up actions