

# PDCA FOR E-CIRCLES



BY REBECCA

# PDCA FOR E-CIRCLES

PDCA = STEPS 10-13 OF THE E-CIRCLE  
PROCESS

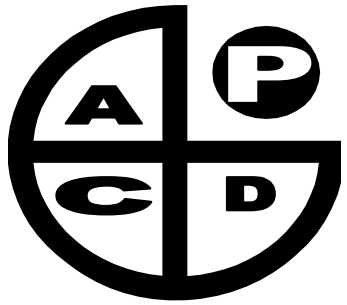
- PLAN
- DO
- CHECK
- ACT

EACH TEAM'S PDCA WILL BE UNIQUE TO THEIR  
COUNTERMEASURES. THERE IS NO SET  
STANDARD TO FOLLOW.

# PDCA FOR E-CIRCLES

## PDCA

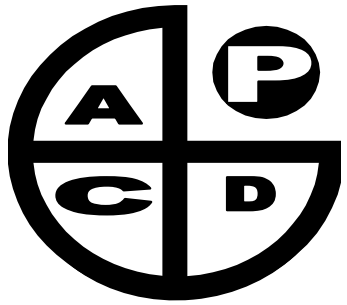
- PLAN-DO-CHECK-ACT
- USED TO IMPLEMENT CHANGES AND VERIFY SUCCESS OF SAID CHANGES
- CAN BE SIMPLE (1 CYCLE) OR CONTAIN SEVERAL PDCA CYCLES
- ALSO KNOWN AS THE DEMING CIRCLE AFTER IT'S CREATOR, W. EDWARDS DEMING.



# PDCA FOR E-CIRCLES

## PLAN:

- ALL THIS MEANS IS THAT YOU NEED TO PLAN HOW YOU WILL IMPLEMENT YOUR COUNTERMEASURES.
- YOU CAN USE A MINI GANTT CHART, A FLOW CHART, OR AN ACTIVITY PLAN TO SHOW THE STEPS YOU WILL TAKE TO IMPLEMENT YOUR COUNTERMEASURES.
- INCLUDE WHO, WHAT, WHERE, WHEN, HOW
- INCLUDE AS MUCH DETAIL AS YOU FEEL IS NECESSARY – CAN BE MAIN STEPS ONLY OR CAN INCLUDE ALL MINOR STEPS TOO.

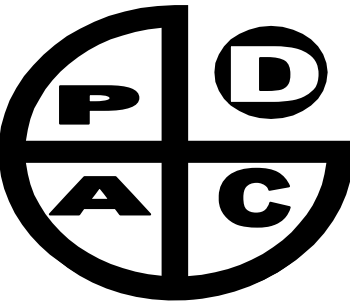


# PDCA FOR E-CIRCLES

## *PLAN CONT'D*

### AN EXAMPLE OF A 'PLAN' WOULD BE:

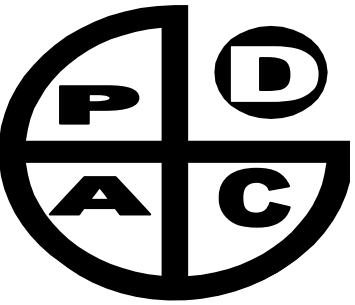
1. JOE WILL CREATE NEW DOCUMENT
2. JANE WILL OBTAIN APPROVAL / DOCUMENT NUMBER
3. GROUP WILL DETERMINE WHO REQUIRES IT
4. GROUP WILL RELEASE IT TO THOSE DETERMINED IN STEP 3.
5. GROUP WILL RE-SURVEY ASSOCIATES TO SEE IF EFFECTIVE
6. GROUP WILL MAKE CHANGES AS REQUIRED.
7. GROUP WILL RELEASE SPS WIDE.



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## DO

- THIS IS SIMPLY IMPLEMENTATION
- ONCE YOU'VE GOT A PLAN IT'S EASY – JUST FOLLOW IT AND YOUR DO IS DONE!
- GENERALLY IT'S BEST TO IMPLEMENT YOUR CHANGE IN A SMALL TRIAL AREA. IT'S EASIER TO GET FEEDBACK AND TO RESOLVE ISSUES BEFORE IT GOES FULL SCALE.



# PDCA FOR E-CIRCLES

*DO CONT'D*

- IF YOUR 'DO' IS IMPLEMENTING A DOCUMENT YOUR STEPS WOULD BE:

1. CREATE DOCUMENT TO TRIAL
2. OBTAIN MANAGER APPROVAL
3. RELEASE DOCUMENT
4. TRAIN ASSOCIATES

**\*\*'DO' SHOULD BE ALL ACTION ITEMS\*\***



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## CHECK

- THIS CAN INCLUDE ANALYZING THE ASSOCIATE SURVEY RESULTS TO SEE WHAT EFFECTS YOUR COUNTERMEASURE ACTUALLY HAD
- OR TO CHECK RECORDS TO SEE IF COSTS WERE ACTUALLY LOWERED
- **THE KEY IS TO COLLECT THE SAME DATA YOU DID BEFORE YOUR COUNTERMEASURES USING THE SAME METHODS**



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## *CHECK CONT'D*

- ALWAYS COMPARE APPLES TO APPLES – IF YOU COLLECTED DATA FROM PLANT 1 FOR 1 MONTH BEFORE YOUR COUNTERMEASURE, YOU SHOULD COLLECT DATA FROM PLANT 1 FOR 1 MONTH AFTER YOUR COUNTERMEASURE.
- TRY TO KEEP VARIABLES THE SAME – IF ONLY CHECKING ONE SHIFT, MAKE SURE YOU CHECK THE SAME SHIFT BOTH TIMES, IF YOU'VE REVIEWED THE LAST YEAR'S RECORDS BUT CAN ONLY COLLECT DATA AFTER CM FOR ONE MONTH, COMPARE IT TO THE SAME MONTH IN THE YEAR BEFORE'S DATA.



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## ACT

- THIS REALLY MEANS FINALIZING AND STANDARDIZING YOUR COUNTERMEASURE
- MAKE ANY CHANGES REQUIRED (FROM “CHECK”) THEN IMPLEMENT FULLY
- CAN BE THROUGH PERMANENT PROCEDURES, TRAINING, PLANT WIDE MEMO....