

“Measure” Tollgate Review and Deliverables...

Measure Tollgate Review:

Has the Team Identified the Key Measures (Input's and Y's)? _____ (Yes or No)

- Has a detailed Process Flow Chart/Map been developed to show Quick Wins (redundancies, Lean Improvements)? _____ (Yes or No)
 - What are Quick Wins?

- Has the “Input Map” been developed? _____ (Yes or No)
 - How much time was spent on the development of the Input Map? _____ (In # of minutes)
 - Is the team confident that they have identified most of KPIV's (Key Process Input Variables)? _____ (Yes or No)
 - Are the KPOV's (Key Process Output Variables) described in measureable terms? _____ (Yes or No)
- What key measures identified indicate the performance of the business process (The Big Y's and Little Y's)?

- What are the agreed upon definitions (specifications) of the high impact characteristics (CTQs), defect(s), unit(s), and opportunities that will figure into the process capability metrics?

Was the Measurement System and the Data Verified? _____ (Yes or No)

- Has the team verified the stability and accuracy of the measurement process? _____ (Yes or No)
- Was a gauge R&R conducted? _____ (Yes or No)
 - If not, how was the Measurement System Verified?

Process Variation Displayed and Communicated

- Has the team used control charts to display and communicate baseline variation in the KPIV's? _____ (Yes or No)

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- Is there “Out of Control” situations? _____ (Yes or No)
If so, how are they being dealt with?

Performance Baseline

- What is the current process performance baseline?
- How large is the gap between current performance and the customer-specified (goal) performance?

Multi-Vari Data

- Has the team determined the potential data that can be collected on the KPIV's?
_____ (Yes or No)

Define Stage Deliverables:

- Flow of the Process Charted through a detailed Flow Map/Chart
- Input Map developed to show KPIV's
- C&E Matrix developed to Pareto Input's to “Critical Few”
- Project “Y” tracked using Run Chart, Time Series Chart, or Individuals Chart
- Baseline variation in KPIV's displayed
- Measurement System Verified through a Gauge R&R, Audit, or other method
- Baseline Capability Determined through Capability Study, or other method
- Low hanging fruit actions assigned to team
- Red flags and recommendations for resolving them defined
- Next steps documented
- Approval of report out signed by Project Champion

Project Champion Approval:

Project Champions Name

Project Champions Signature