PDCA

Plan Do Check Act – PDCA, a tool often used in improvement actions.

Plan – action planning   **D**o – implementation

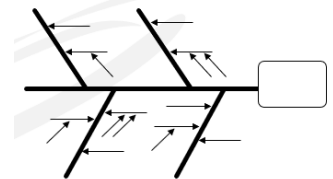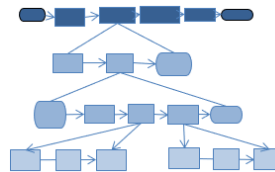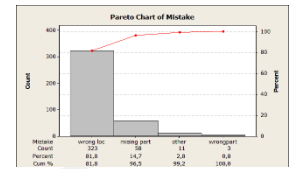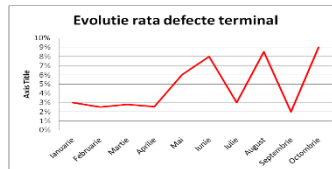**C**heck – check the effectiveness   **A**ct – act according with the previous step

PDCA was named for the first time in the 30`s by Walter Shewhart, who discussed about this concept in his book "Statistical Method from the Viewpoint of Quality Control".

PDCA cycle have connections and is pretty the same as other problem solving methodologies, simple or more complex, like 8D, DMAIC from Six Sigma. Even recent changes to ISO 9001 process-based orientation chapter came with new concept risk-based thinking - closely linked with the PDCA.

In **Plan** there are two big chapters: Problem define and root cause. Here the following answers are given: What is the problem? / How big is it? / When apperared? / What bothers? / How it was identified? and then what is the cause that led to this problem?
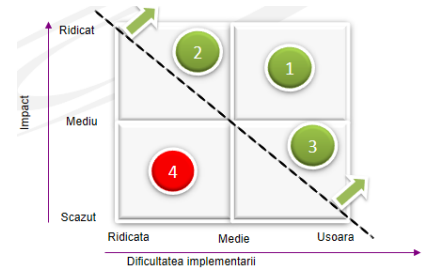
Among the tools used in **Plan** are:

✓ Data collection sheet;

✓ Pareto Diagram;

✓ Control diagram (time);

✓ Process flow diagram;

✓ Cauze – Effect diagram;

✓ 5 why analyis.

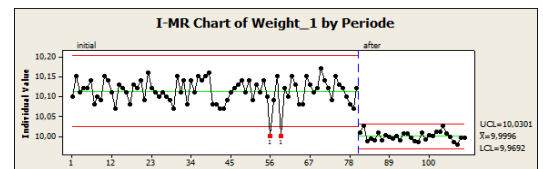In **Do** are identifying the solutions to solve the problem and then these are put into practice. Tools used:

✓ Brainstorming;

✓ Prioritization Matrix;

✓ Action Plan.

Results obtained are evaluating (Check) and according with these is moving forward to **Act** or start from beginning (Plan again). As tools for **Check** we can enumerate:

✓ Control diagram (time);

✓ Data collection sheet;

✓ Graphical Analyse.

It follows **Act** – action. At this stage, will be adopted permanently change if the objective was reached or the problem was solved or process is aborted if is considered inappropriate and the cycle is started from the beginning. Tools for **Act** can be considered:

✓ Action Plan;

✓ Process flow (for improved process).

Numar	Actiuni corective	Responsabil	Termen	Stadiu implementare
1				
2				
3				
4				
5				
6				
7				