

Standard Work: SDCA A3

Team Name:	Sales Cycle ID:	<div>D: Do the plan</div> <div>Perform to the standard. Use a Kanban board or other means of visualization to demonstrate work flow and problems encountered.</div>
<div>S: Standard</div> <div>Review the method.</div> <div>Document the actions needed and who will complete each action step.</div> <div>Clarify the resources needed for each action step.</div> <div>Decide on what constitutes variation and required action.</div>		
		<div>C: Check (Study) to see if an improvement was made</div> <div>Did the plan work? Collect and analyze data to demonstrate if standard was done. Determine what changes are needed for improvement.</div>
		<div>A: Act (Adjust)</div> <div>Is the standard being completed. Has Customers’ needs been completed? If not, reconsider and continue improvement with PDCA. If it has can customer be handed off to next stage/cycle? Document the steps that will need to be taken for this and complete hand off.</div>