

## File

Define 0 - File List for Phases

Define 1 - Project Selection Matrix

Define 2 - Project Charter

Define 3 - Stakeholder Analysis Template

Define 4 - Ground Rules Worksheet

Define 5 - Project Schedule Template

Define 6 - SIPOC Teamplate

Define 7 - SWOT Analysis Template

Define 8 - CTQ Tree Worksheet

Define 9 - KPOV Selection Matrix

Define 10 - Core Process Drill Down Worksheet

Define 11 - Define COPQ Worksheet

Define

Define 12 - Tollgate and Approval

Define 13 - Generating Six Sigma Project Ideas

Define 14 - Project Selection Process

Define 15 - Project Charter Template

Define 16 - Team Member Selection

Define 17 - Benefits Toolkit

Define 18 - Secondary Cost Saving Matrix

Define 19 - Report Out Template

Define 20 - Project Prioritizer

Define 21 - CTQ Tree Instructions

Roadmap

Define 22 - Consensus Decision Making BPG

## Content

A matrix for ranking the relative merits of a list of projects to aid in selection; great tool for leaders

Project Charter Template

A template to fill out to complete a Stakeholder Analysis

Ground Rules for team meetings

Matrix for planning the milestones for completion of the project

A fill in the blank template for the completion of a SIPOC

A fill in the blank template for the completion of a SWOT analysis to understand the Voice of the Customer

A diagram for guiding the team in determining CTQs

KPOV prioritization and selection matrix

Matrix for linking measures to customer CTQs

Spreadsheet to help determine the value of the project savings

Checklist of questions asked to determine if the project is ready to move to the next phase

A graphic showing dozens of areas for improvement projects

A step-by-step guide for identifying and selecting projects

An alternate to "Define 2" - another version of a Project Charter

A quick guide for selecting the right team members

List of potential financial benefits for improvement projects

A matrix for identifying secondary cost associated with primary costs (helps to find more money)

A guide for constructing a DMAIC report out

An alternate to "Define 1" - a matrix for ranking the relative merits of a list of projects to aid in selection; great tool for leaders

Instructions for filling out the CTQ Tree Diagram

The DMAIC roadmap from the BPG training material

How to reach consensus in a team meeting