

## Process Tools Application Template

In your final project, you will decide on an opportunity for improvement, and then you will work through the steps of PDCA (Plan, Do, Check, Act) to select the process that will improve the opportunity.

For the Process Tools Application, you will have five sections. Please follow the below format.

### **Section 1**

Find a process to improve. Describe the process that you have chosen to improve.

### **Section 2**

Organize your sources. Describe what sources that should be involved the quality improvement process.

### **Section 3**

Clarify the current knowledge of the process. To clarify the current process, a great tool to use is a flow diagram. Create a flow diagram for the process utilizing tools such as Microsoft® Word® and PowerPoint®.

### **Section 4**

Understand causes of special variation. Based on the data that you have collected, describe the reasons for the variation.

### **Section 5**

Select the process improvement. Once you organize your data and reasons, you can describe what in the process is causing the problem, and how you propose to fix the problem.