



Australian
SUPPLY CHAIN & LOGISTICS
Institute

Lean TQM Toolbox Series

PDCA (Plan-Do-Check-Act) Cycle

A Process & Flow Improvement Tool



Lean TQM Toolbox – Process & Flow Improvement Tools

PDCA (Plan-Do-Check-Act) Cycle

Use the PDCA Cycle when:

- *Starting a new improvement project or working toward continuous improvement*
- *Implementing any change*
- *Developing a new or improved design of a process, product, or service*
- *Defining and improving a repetitive work process*

The PDCA Cycle is a continuous loop of planning, doing, checking (or studying), and acting. It provides a simple and effective approach for solving problems and managing change. The model is useful for testing improvement measures on a small scale before updating procedures and working practices

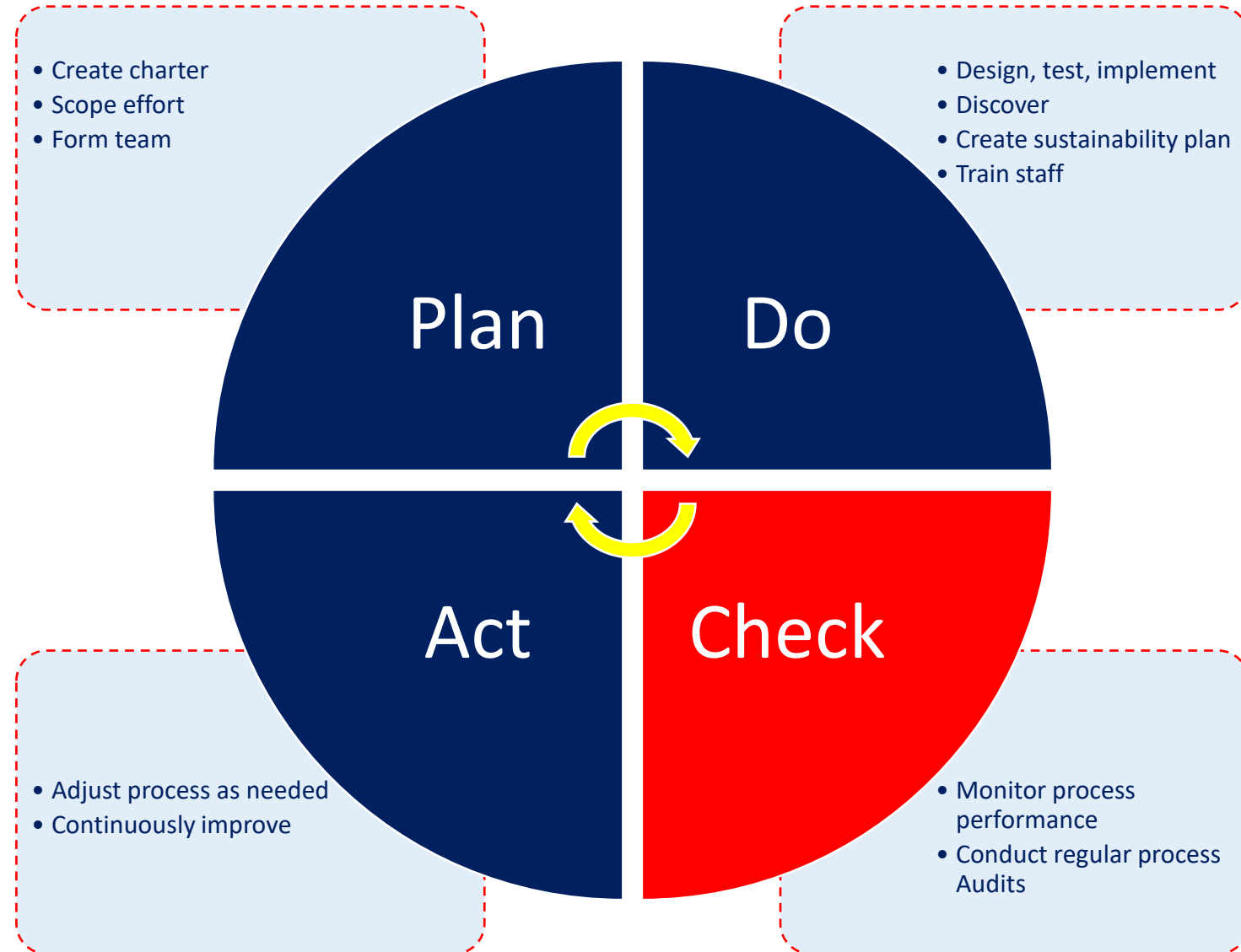
The **Plan-Do-Check-Act** Procedure

1. **Plan:** identify and understand your problem or opportunity (e.g. perhaps the standard of a finished product isn't high enough, or an aspect of your marketing process should be getting better results). Explore the information available in full. Generate and screen ideas, and develop a robust implementation plan. Be sure to state your success criteria and make them as measurable as possible.
2. **Do:** once a potential solution has been identified, test it safely with a small-scale pilot project. This will show whether your proposed changes achieve the desired outcome. Gather data to show what worked and what didn't, and what can be improved.
3. **Check:** analyse the pilot project's results against expectations that were defined in Step 1, to assess whether it was a success. If it wasn't, return to Step 1. If it was, advance to Step 4.
4. **Act:** This is where the solution can be fully implemented. But remember that PDCA/PDSA is a loop, not a process with a beginning and end. The improved process or product becomes the new baseline upon which to return to Step 1 to seek ways to improve upon it again



The **Plan-Do-Check-Act** Procedure

- 1. Plan:** Recognise an opportunity and plan a change
- 2. Do:** Test the change. Carry out a study by putting it into practice on a small-scale
- 3. Check:** Review the test, analyse the results, and identify what has been learned
- 4. Act:** Take action based on what you learned in the study step. If the change did not work, go through the cycle again with a different plan. If you were successful, incorporate what you learned from the test into wider changes. Use what you learned to plan new improvements, beginning the cycle again
- 5. Repeat:** The PDCA Cycle is a continuous improvement process





Australian **SUPPLY CHAIN & LOGISTICS** Institute



www.ascal.institute



info@ascal.institute



www.youtube.com/channel/UCL-xknt-DJcnZfZ4k_6bWvg



[Ascalinstitute](https://twitter.com/Ascalinstitute)



Australian
SUPPLY CHAIN & LOGISTICS
Institute