

SDSA

Planning for Continuous Improvement School Improvement Plan Checklist

checklist.xls, SDSA

STANDARDIZE		
Clearly Identify How You Think the Systems Operates		Date Submitted
Define the System		
Outcome Templates	NA	+
WB 64-65 Background Information		
WB 64-79 System Definition		
WB 75-84 Combined Template: Project Statement/ Operational Definition		
Tools		
QT 1 Affinity Diagram		
QT 49 Cause and Effect Diagram		
QT 129 Nominal Group Technique		
QT 161 Relations Diagram		
QT 195 Scatter Diagram		
WB 43 System Definition Diagram		
WB 44 System Definition Diagram		
Other		
Document the Process:		
Outcome Templates	NA	+
WB 64-85 Qulaity tool below and/or narrative description description of the way process actually works.		
Tools		
QT 1 Affinity Diagram		
QT 85 Flow Chart		
QT 129 Nominal Group Technique		
QT 161 Relations Diagram		
QT 181 Sampling		
QT 195 Scatter Diagram		
Other		
Design the Measurement System:		
Outcome Templates	NA	+
WB 64-85 Data Gathering Plan		
Tools		
QT 1 Affinity Diagram		
QT 11 Attributes Control Charts: Nonconforming Items		
QT 31 Attributes Control Charts: Nonconformities		
QT 59 Control Chart Interpretation		
QT 77 Check Sheet		
QT 109 Histogram		
QT 129 Nominal Group Technique		
QT 139 Operational Definition		
QT 145 Pareto Diagram		
QT 181 Sampling		
Other		

DO		
Run the System Consistently		Date Submitted
Carry out the work as standardized		
Outcome Templates	NA	+
Completed Checksheet or Other Data Record		
Tools		
QT 101 Force Field Analysis		
WB 43 System Definition Diagram		
Other		

STUDY		
Collect Data, Information and Knowledge About How the System Works		Date Submitted
Collect and Analyze Data		
Outcome Templates	NA	+
Completed Analysis Tool(s) and Narrative Interpretation		
Tools		
QT 11 Attributes Control Charts: Nonconforming Items		
QT 31 Attributes Control Charts: Nonconformities		
QT 59 Control Chart Interpretation		
QT 101 Force Field Analysis		
QT 109 Histogram		
QT 145 Pareto Diagram		
QT 181 Sampling		
QT 217 Variables Control Chart N>1		
QT 218 Variables Control Chart N=1		
Other		

ACT		
Develop Feedback Systems to Maintain Consistency and Make Continual Improvement		Date Submitted
Stabilize the System		
Outcome Templates	NA	+
Written Action Statements to Keep the System Stable and Consistent		
Tools		
QT 1 Affinity Diagram		
QT 11 Attributes Control Charts: Nonconforming Items		
QT 31 Attributes Control Charts: Nonconformities		
QT 59 Control Chart Interpretation		
QT 85 Flow Chart		
QT 109 Histogram		
QT 145 Pareto Diagram		
QT 217-218 Variables Control Chart N>1		
Other		
Plan for Improvement		
Outcome Templates	NA	+
Recommendations of Next Steps for Continuous Improvement		
Tools		
QT 1 Affinity Diagram		
QT 109 Histogram		
QT 129 Nominal Group Technique		
QT 145 Pareto Diagram		
QT 161 Relations Diagram		
QT 181 Sampling		
QT 195 Scatter Diagram		
Other		

School: _____

Date: _____

Signatures: _____

Approval Date:

By:

Page References -----

WB = Koalaty Kid Workbook -----

QT = Koalaty Kid Total Quality Tools---