

PDCA review card

makeXcellence

An original makeXcellence proposal. The card fits on one page, with measurements attached as an appendix. Its purpose is to make decisions easier, not to increase the volume of documentation.

TOPIC / AREA	OWNER	REVIEW DATE
01 · PROBLEM AND SCOPE P What deviates from the need, where and for which products?		
	02 · BASELINE P Result, observation period and measurement definition	
03 · PROCESS TARGET P The level we are aiming for, and the rationale		
	04 · HYPOTHESIS P Suspected cause and expected mechanism of change	
05 · TEST PREDICTION P What result do we expect from this specific trial, and why? (write before the trial)		
	06 · TRIAL PLAN P What will be tested, where, when, by whom and under what conditions?	
07 · MEASURES AND LIMITS P Outcome, execution of the change, side effects and stop conditions		
	08 · WHAT ACTUALLY HAPPENED D What was done and what deviations occurred?	
09 · RESULT AND INTERPRETATION C What did the data show, what supports the hypothesis and what contradicts it?		
	10 · NEXT DECISION A What do we lock in, improve, reject or test further? Who and when?	



The review in six sentences

At a meeting, go through the card with six sentences. Check whether the owner can complete them and point to the data behind the answer.

The problem was...

We suspected that...

After this change we expected...

Measurement and observation showed...

We still do not know...

So now we decide...

A **"Act" – decision to consider**

What we established	Decision to consider	✓
The change gives a repeatable effect under the tested conditions and causes no significant harm	Lock in the way of working within this scope and plan further verification	☐
It only works with extra support, or the kit is sometimes incomplete	Improve the organisation of preparation and repeat the test	☐
We do not observe the predicted mechanism	Revise the hypothesis instead of automatically scaling up	☐
The measurement or trial conditions are not comparable	Improve data collection before assessing the solution	☐

This table is a makeXcellence review proposal, not a quotation from a standard.

M **Measures for the card**

Outcome	Are we achieving the required effect?
Process	Was the change carried out and is the assumed mechanism working?
Side effects	Has the cost of improvement been shifted elsewhere?

Card: makeXcellence, based on the article "PDCA: the task is closed, but is the problem solved?" – makexcellence.pl/en/blog/pdca-przezbrojenie-smed/. Measure types after IHI "Model for Improvement: Establishing Measures".