

A collection of Business Process Improvement tools

LEAN SIX SIGMA TOOLS





[Project Charter](#) defines the customer requirements, success criteria, deadlines, scope. It is an agreement document used during initiation of a project in Lean Six Sigma. This agreement is among project sponsor, champion, Black Belt or Master Black Belt, and the project team about what outcomes are expected and acceptable.

The [Project Charter](#) helps team stay focused, defines the problem clearly, clarifies process scope, uncovers potential issues, establishes measurable goals, defines roles and responsibilities. This template is Excel-based and simple to use. You can modify the template to suit your project needs.



SIPOC is a very high-level process map that helps identify the key suppliers who provide inputs in the form of data, knowledge, resources, and so on to the process. The process produces the outputs that meet the requirements of the customers.

SIPOC functions:

- identifies process boundaries
- identifies the customers and suppliers of a process
- identifies the process inputs supplied by the suppliers and the process outputs used by the customer
- helps identify data collection needs



The [Quick Screening Sheet](#) will allow you to quickly list the brainstormed project ideas during brainstorming session with you team and help you assign weighting and rate each project or idea using valuation parameters.

The outcome of this sheet provides [Benefit / Effort] and [Benefit - Effort] scores. This will help you and your team to assign initial priorities to the projects or ideas brainstormed, thus saving significant amount of time and money (after all, meetings are expensive!).



Design FMEA is a primary tool used by quality professionals, Lean Six Sigma practitioners, engineers across the globe to improve a given process in a proactive manner, before customer dissatisfaction.

Design FMEA is a structured approach to:

- A. Identify the ways in which a process can fail
- B. Estimate the risk of specific causes with regard to the failures
- C. Evaluate the current control plan for preventing the failures
- D. Prioritize actions that should be taken to improve the process



Process FMEA is a primary tool used by quality professionals, Lean Six Sigma practitioners, engineers across the globe to improve a given process in a proactive manner.



This tool helps identify steps in the value-stream or business process under review, determine type of activity (value added or non value added), identify lost opportunities and brainstorm ideas for improvement.



The [ROI tool](#) has been developed to calculate the Return On Investment (ROI) value for a project. It is designed with an objective to build a business case and support prioritization process by evaluating real impact to the bottom line.

[Download this simple yet complete tool](#) to use as-is or modify the way you like. It is priced based on the hours it took to develop the tool, but it has potential to save you hours of your effort if you plan to develop something similar from scratch or look for it elsewhere on the Internet.



Stability Factor is used to evaluate consistency of the equipment in day to day operations and is calculated using the actual production data for each day.

This Stability Factor Analysis template enables users to analyze daily and monthly production by simply entering or copying daily production data. The Charts functionalities are described in details on Overview tab.

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