

Problem Definition Worksheet – Feedback – Caleb Jean

Please note my comments before moving on to the Measure phase.

Content Requirements	Possible Points	Points Earned	Comments
Project			
A) Problem statement: Is it clear, concise and stated as a problem? Is there evidence this is a problem?	2	2.00	
B) Business impact: Is the business case quantified? Has a measure of success been identified?	2	1.60	Business case mentioned in an hourly rate fashion only. Ideally, make assumptions to translate to weekly/yearly impacts. In business impact, it highlights a success measure of reducing sleep hours by an average of 2 hours.
C) Goals: Clearly stated goal(s)?	1	0.70	Goal stated is to increase family time by 3 hours. Need to have a consistent success measure and goal clearly stated for project (e.g. increase family time from X hours/day to Y hrs/day a Z% improvement or reduce sleep hours from X/hrs/day to Y hrs/day a Z% improvement). You might want to track in minutes.
D) Project scope: Identified?	1	1.00	In and out of scope items noted
E) Team: Identified?	1	1.00	
F) Project plan: rough timeline or approximate dates/time per each DMAIC step?	1	1.00	Project plan included
G) Process map: Has clearly identified the start of the current process? Has clearly identified the end of the process?	2	1.80	Process map included though unsure if it is a future state map. At this stage it should be a present state process maps. Process maps are supposed to help you think about what X's to collect/measure that are driving your low family time or sleep levels. (i.e. wake up time, bed time, hours morning routine, minutes driving, minutes exercise, minutes school work, minutes sleeping, minutes work, # meals made, minutes socializing, minutes TV, etc) Just a few brainstormed thoughts if helpful.
Total possible 100 points	10	9.10	It is nice that you will be tracking a daily activity then you will have lots of options for tool usage.