PLAN-DO-CHECK-ACT (PDCA) CYCLE

**STEP ONE PLAN**
- Set a goal and make plans

**STEP TWO DO**
- Implement a solution

**STEP THREE CHECK**
- Evaluate the results

**STEP FOUR ACT**
- Improve the process
PLAN-DO-CHECK-ACT (PDCA) CYCLE

STEP ONE
PLAN
- Set goals and objectives
- Define key metrics

STEP TWO
DO
- Do the work that leads to improvement
- Test potential solutions

STEP THREE
CHECK
- Evaluate your results
- Monitor, measure and document results

STEP FOUR
ACT
- Implement best solution (or corrective actions)
- Start cycle again