Solution Action Plan How-to Guide

This How-to Guide should be used to complete the Solution Action Plan.

Purpose

During the course of the project, recommendations or "solutions" should be developed. The Solution Action Plan identifies the actions required to implement the selected solutions. It specifies the owner and a tentative timeline for each action.

When to Use a Solution Action Plan

Use the Solution Action Plan when the team is finalizing recommended solutions.

How to Use a Solution Action Plan

For the Solution Action Plan, you will need to think about two main components to the solutions you have developed. One group will be the Initiatives (the big picture, broad solution plans). You'll break each initiative down into small, manageable chunks (the details). This second group specifying the supporting details will be the Actionable Steps.

1. Start by listing each initiative that is planned as a result of the project in the "Actions Required for Completion" column. You will enumerate specific actionable steps later, so keep these initiatives more broad.

    a. Each initiative should have a whole number (1.0, 2.0, 3.0, etc.) listed to its left. For example, the second initiative would have 2.0 as its number in the left-most column.
    b. It may help to put the initiatives in bold font.

2. Under each initiative, add the actionable steps that need to be taken in order to accomplish the related initiative.

    a. Each actionable step should have a corresponding decimal number to its left, where the initiative number is represented first, followed by the step number represented after the decimal point. For example, the first step to accomplish Initiative 2 would be listed as 2.1, the fourth step related to Initiative 1 would be 1.4, etc.
    b. Each actionable step should be refined using the SMART criteria (steps should be **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.)

3. Next to each actionable step, fill in the "Action Owner" and "Scheduled Completion" columns.

    a. Action owners should be specifically named individuals.
    b. The scheduled completion should be a specific date whenever possible.

References

George, M. L., Rowlands, D., Price, M., & Maxey, J. (2005). *The Lean Six Sigma Pocket Toolbook.* New York, NY: McGraw-Hill.

Pande, P. S., Neuman, R. P., & Cavanagh, R. R. (2000). *The Six Sigma Way: How GE, Motorola, and Other Top Companies Are Honing Their Performance.* New York, NY: McGraw-Hill.