

## Proof-of-Concept Line Trial – Worksheet

This worksheet can be used to assist with the PDCA of conducting a proof-of-concept line trial. First use to assist determining the necessary preparations and then as a “check” to confirm completion or execution of each step prior to each of the 4 phases of PDCA.

### Plan:

- What is the purpose(s) of the trial?

- What actions need to be taken to protect and filter out abnormalities outside the purpose of the trial and that could distract or interfere with the trial?

- Product to be used for the trial?

- Date & time of trial (accounting for breaks/end of shift?)

- What operators will be used for the trial?

- Safety & PPE requirements / confirmation

## **Proof-of-Concept Line Trial – Worksheet**

- Tooling, fixtures & equipment needs / confirmation

- Raw materials, packaging & components needs / confirmation

- Kitting of parts/components / confirmation

- Job aids, standard work / confirmation

- Quality gate checks/method / confirmation

- Primary metrics & visual board lineside / established

## Proof-of-Concept Line Trial – Worksheet

- Secondary metrics & visual board lineside established

- “Charging /wetting” the line method / confirmation

- Roles & Responsibilities:

Role	Responsibility(s)	Qty Required	Name(s)

- Standards & expectations / confirmation

- Escalation standards /confirmation

## **Proof-of-Concept Line Trial – Worksheet**

- Barriers, lessons learned, issue prioritization ranking determined

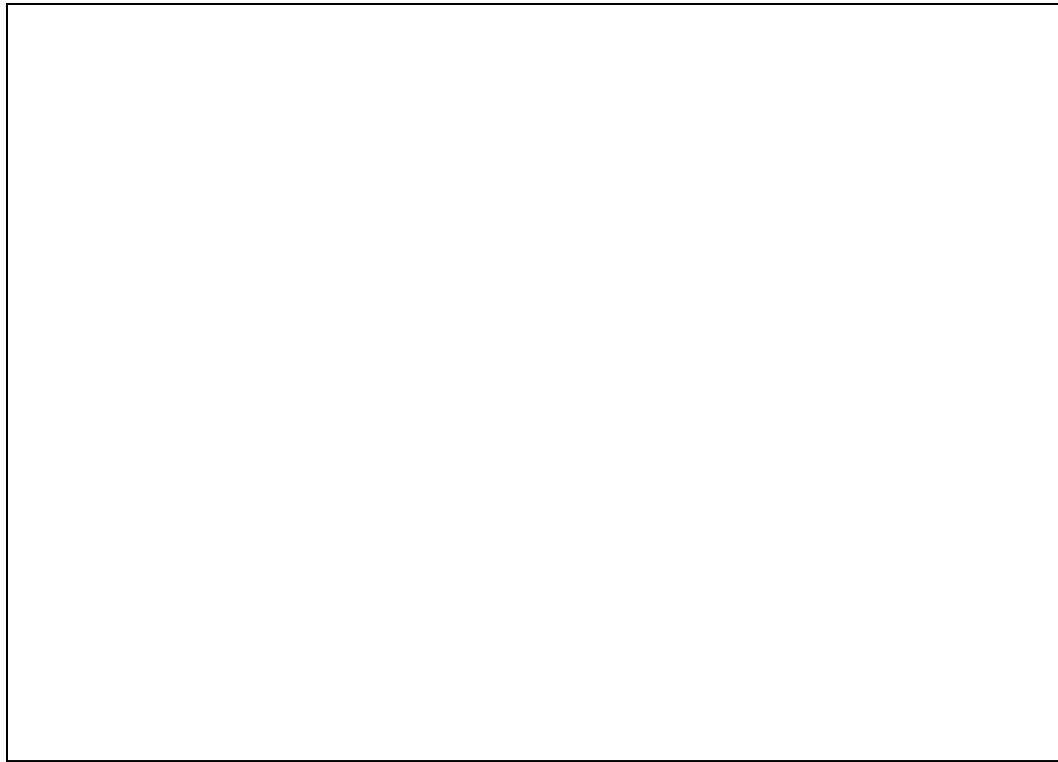
- Lineside method of capturing real time issues determined / confirmation

- Other preparations required?

## Proof-of-Concept Line Trial – Worksheet

**Do:**

- Completion of and confirmation of all steps above under Plan.
- Start-up Communication



- Trial conducted/completed

**Check:**

- Debrief with all stakeholders completed.
- All stakeholder input, feedback, lessons learned, and identified issues obtained and documented.

**Act/Adjust:**

- Input, feedback, lessons learned, identified issues prioritized.
- Action owners and target dates established and documented.
- Tracking and monitoring established and being utilized to ensure timely completion or escalation of prioritized actions.
- Prioritized actions completed.