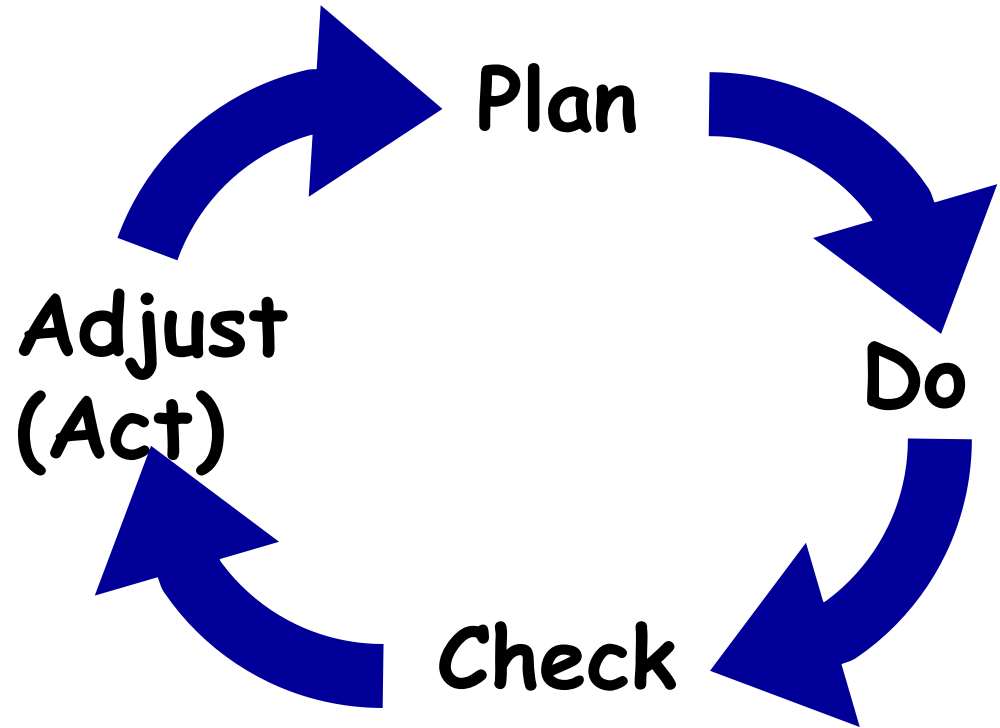
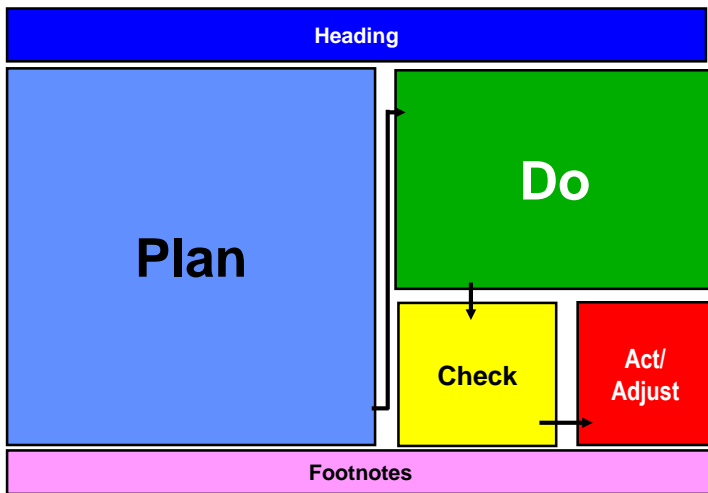


A3 Story Boards



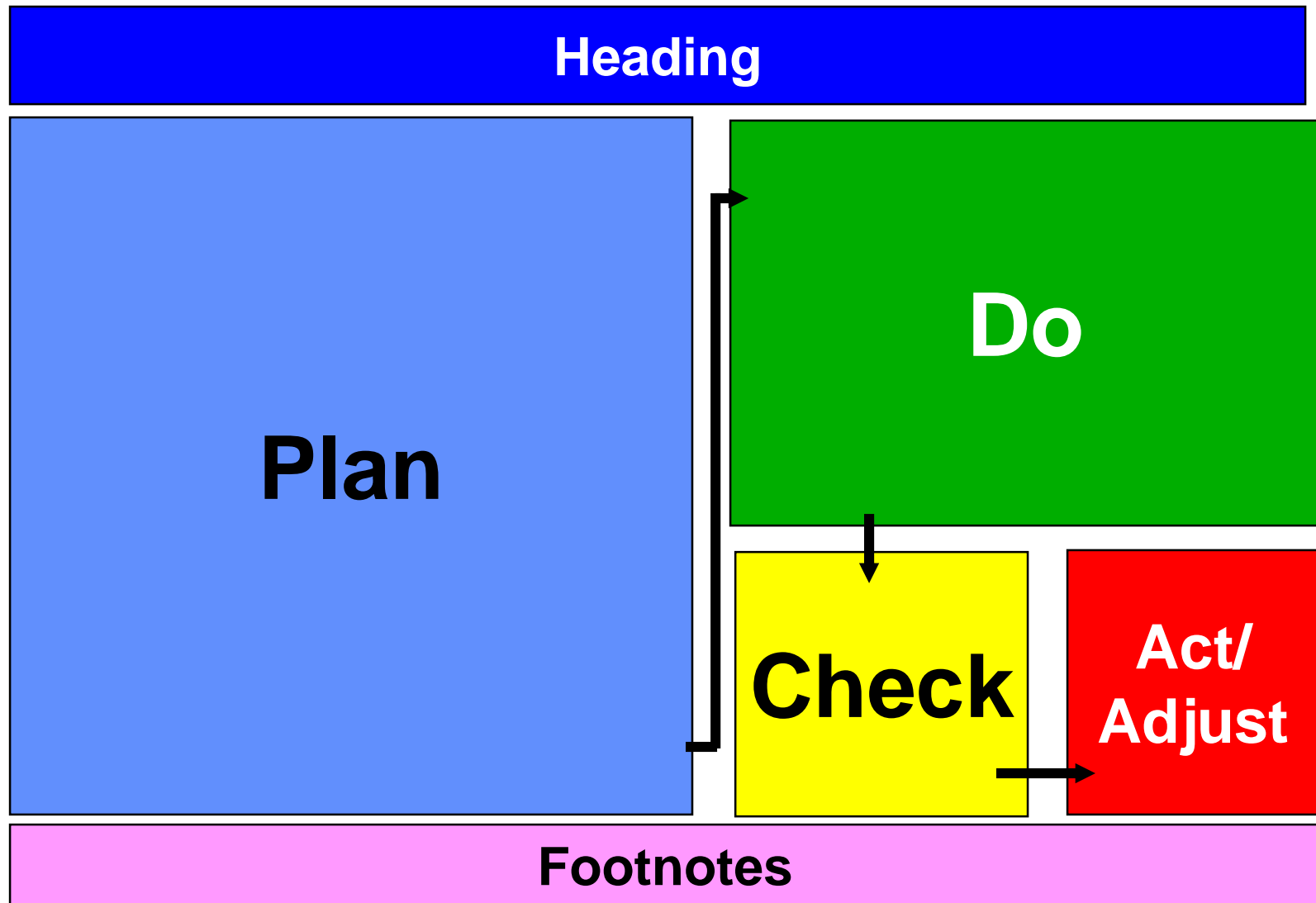
Dave LaHote
March 11, 2005

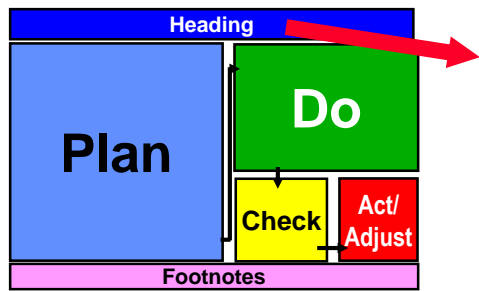
An A3 is a PDCA Story Board

(not a form, not even a standardized format)

- Adjusted for the type of story being told (quality problem versus company strategy)
- Always the four steps of Plan, Do, Check and Act/Adjust
- No exact or specific look or format
- The more visual the better (pictures, charts, no small print)
- Fits on one page (use baby A3s for complicated stories)
- Must flow as a story (visual story teller)

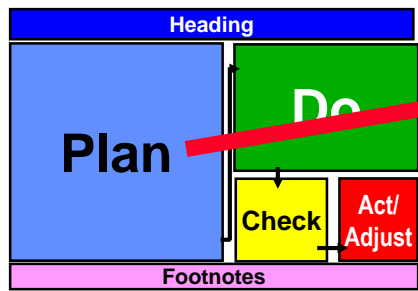
Typical Story Board Layout





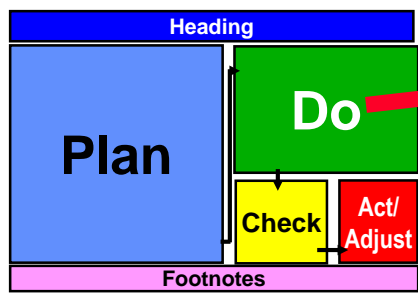
Heading Content

- **What is this story about (type of story, size, scope, etc.)**
- **Who it is about (business unit, department, team, etc.)**
- **Who is on the team telling the story and who is the leader**
- **What time frame does the story cover**



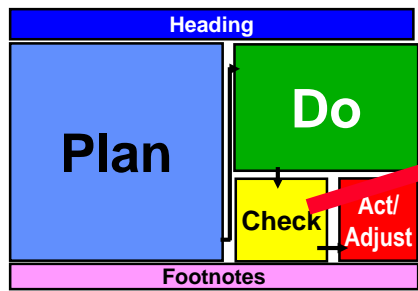
Plan

- **The problem and team** (good problem statement based on data)
- **Present (or starting) conditions and any background info required** (pareto charts?, histograms?)
- **Analysis of the current situation**
 - Common tools used by the organization every time
 - Cause & Effect Diagrams
 - 5 Whys
 - Etc.
- **Improvement goal** (measurable results and time bound)



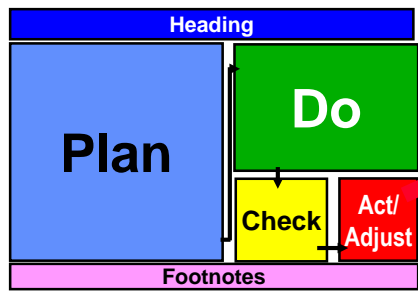
Do

- **Countermeasures put in place**
 - Short term fixes
 - Long term root cause elimination
- **Action plans for the countermeasures (Gantt chart?, who, what, where, when)**



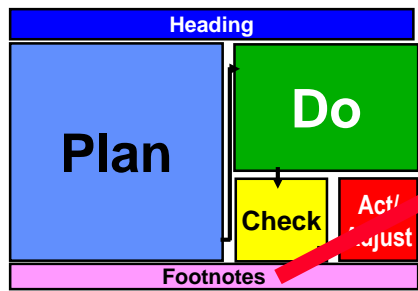
Check

- Results of actions



Act/Adjust

- **Adjustments made**
- **Standardization put in place to insure continued results (standardized work, training, etc.)**
- **Next target for improvement and/or next review cycle for this issue**
- **Any additional follow-up actions required**



Footnotes

- **When story was completed**
- **Who reviewed the story and signed off on the results and standardization**
- **What additional action (if any) needs to take place**