A3 Story Boards

Plan

Do

Adjust (Act)

Check

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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

Plan

Check

Do

Act/Adjust

Footnotes
• 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)
• Countermeasures put in place
  – Short term fixes
  – Long term root cause elimination

• Action plans for the countermeasures (gant 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