



Checksheets

JOHN BESSANT
Managing Innovation

Checksheets

(Part of the Continuous improvement toolkit)

What is it?

A Checksheet is a tool for recording and organising data. In a continuous improvement programme it is used to find problem issues by tracking their occurrence as a first step towards solving them.

There are three kinds of Checksheets:

- **Recording Checksheet**
Counts how many times something happens in pre-specified categories.
- **Checklist Checksheet**
A list of items to be addressed in some predetermined manner e.g. an inspection sequence that prevents steps or procedures from being left out.
- **Location Checksheet**
Records the relative or specific locations of defects, injuries, accidents etc ... Usually it is a picture or map of the item/area under consideration on which the location of the defect etc. is marked with a dot or a cross.

Why use it?

Checksheets will help you to gather and classify data. Checksheets ensures that everyone collects comparable data in the same form, and in a format that allows easy analysis.

Constructing a Checksheet

Decide what data you need to collect.

Decide how often the events will be observed (the frequency) and over what total period (the duration).

Design a draft Checksheet. Put the items to be monitored on the left and the time periods across the top. Allow space for totals on the right for each item being observed and along the bottom for the observation periods.

Label the Checksheets clearly.

Test the draft Checksheet by getting someone who did not help design it to use it.

Make any revisions that are necessary as a result of step 4.

Distribute the Checksheets to the people collecting the data and explain how to use them.

Act on the data collected.