

Exercise 7c

Problem Cause Data Collection – Check Sheet

Name: _____

Date: _____

Instructions:

1. Use the problems from either Exercise 6a Brainstorming or 6b Brain-writing.
2. Create check sheet, utilize template provided.

Steps

1. Clearly define what events are to be recorded. (Add a category of “other” to capture incidents not easily categorized into any of the specified groups.)
2. Define the period for data recording and suitable intervals.
3. Design the check sheet to be used during data recording, allocating space for recording each event, and for summarizing within the intervals and the entire recording period.
4. Perform the data collection during the agreed period, ensuring that everyone understands the tasks and events to be recorded.
5. Analyze the data to identify events with unusually few or many occurrences.

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Check Sheet

Events	Period							Total Number of occurrences per event
Total number of events per period								