RCM Project PDCA Checklist

For each RCM project

LIFE CYCLE INSTITUTE

✓	Plan
	1. Engage program sponsor
	2. Choose RCM project lead
	3. Create RCM project charter
	4. Submit project for approval
	5. Develop project scorecard for analysis
	6. Develop project scorecard for implementation

✓	Do
	1. Conduct RCM training for team
	2. Conduct RCM analysis
	3. Develop FMEA and EMP
	4. Track analysis progress and publish scorecard weekly
	5. Publish RCM report with project plan for implementation
	6. Seek budget approval to implement
	7. Assign and implement RCM recommendations
	8. Track implementation progress and publish scorecard periodically

✓	Check
	1. Monitor progress on project action items, benchmarks/scorecard
	2. Revisit project budget and projected returns as defined in project charter
	3. Report project results

✓	Act
	1. Evaluate results and calibrate actions based on data
	2. Propose and seek budget for additional improvements