

# 8D worksheet template

Use this worksheet to solve a problem using the eight disciplines (8D) method of problem-solving.

**D0**

## Planning

Gather data, feedback, and prerequisites required to solve the problem.

**D1**

## Team members

List the team members involved in this project.

Name:

Position:

Role:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D2**

## Problem statement & description

Draft a clear and concise problem statement. Include details about how often it occurs, history that is relevant to the problem, how the problem manifests, etc.

Date: \_\_\_\_\_

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**D3**

## **Interim containment action**

Describe any temporary actions or plans to put in place while determining a permanent corrective action.

**D4**

## **Root cause & escape points**

Identify all possible root causes and escape points for the problem. Use root-cause analyses to test all potential causes.

**D5**

## **Permanent corrective action**

Compose a list of corrective actions to solve the problem and prevent similar issues from reoccurring. Include a deadline for implementation and how to measure effectiveness.

Date: \_\_\_\_\_

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**D6**

## **PCA implementation plan**

Develop a plan to implement your corrective actions, including who is responsible for each step and the completion deadline.

**D7**

## **Preventative measures**

Describe any measure to implement to avoid similar problems in the future.

**D8**

## **Team congratulation & reward**

Take note of what each team member did exceptionally well and how this experience could help with future problem-solving. Express your appreciation.

Date: \_\_\_\_\_

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