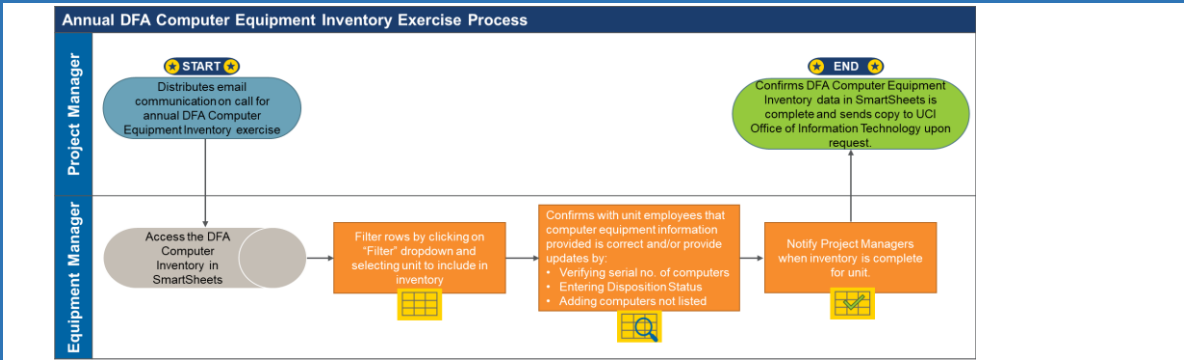# A3 PDCA (Plan, Do, Check, Act)

PLAN

1) Problem Statement:

The first annual DFA Equipment Inventory exercise in 2022 was set to be completed from 1/12/2022 to 1/28/22, 13 working days in total. On average, Equipment Managers completed their review in 16 working days, with 6 units requesting deadline extensions. As a result, the inventory exercise was completed for all DFA by 2/28/2022, which was 21 days after the original set deadline.
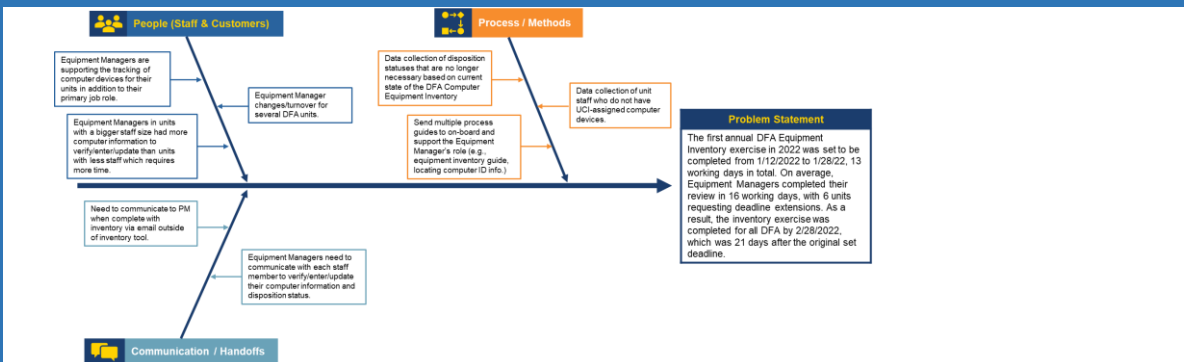
2) Current State:

Annual DFA Computer Equipment Inventory Exercise Process

3) Goal:

Reduce the Equipment Manager's average time to complete their unit's annual computer equipment inventory from 16 working days ≤ 14 working days by February 13, 2023.

4) Root Cause Analysis:

DO

5) Solutions:

Root Cause	Solution to Be Tested	Responsible	Due	Results / Findings
Equipment Managers complete review in 16 working days on average.	Extend deadline from 13 to 20 working days (New review period: 1/17/2023-2/13/2023).	Monica Chavez	January 17, 2023	Eliminates root cause
Data collection of disposition statuses that are no longer necessary (non-value added) based on current state of the DFA Computer Equipment Inventory.	Eliminate disposition status options that are no longer needed, resulting in 6 instead of 8 statuses per computer device (i.e., "Disposed of Device", "No Device Assigned").	Monica Chavez / Jenifer Swann	January 13, 2023	Eliminates root cause
Data collection of unit staff who do not have UCI-assigned computer devices.	Eliminate the collection of this non-value-added data point as not required per the UCOP electronic information security policy (section 8.1.1 – inventory of assets).	Monica Chavez / Jenifer Swann	January 13, 2023	Eliminates root cause
Send multiple process guides to on-board and support the Equipment Manager's role.	Consolidate support/process documents into equipment guide that will be accessible online.	Monica Chavez / Jenifer Swann / McKenna Reeves	January 13, 2023	Provides online location to access guides

CHECK

6) Check:

Goal / Metric	Baseline	Target	Current
Average # of working days for Equipment Managers to complete annual review.	16 working days	14 working days	18 working days
% of Equipment Managers completing annual review on or before deadline.	60%	100%	88%
% of Equipment Managers requesting extension to complete annual review.	40%	0%	12%

ACT

7) Act:

For the 2024 Annual DFA Computer Equipment Inventory:
- Investigate options to automate notification completion of review using Smartsheet inventory tool by Equipment Managers to Project Managers.