

FMEA Start-Up Worksheet

FMEA Number: _____	Date Started: _____
	Date Completed: _____
Team Members: _____	_____
_____	_____
_____	_____
Team Leader: _____	
Who will take minutes and maintain records? _____	

1. What is the scope of the FMEA? Include a clear definition of the process (PFMEA) or product (DFMEA) to be studied. (Attach the Scope Worksheet.)
2. Are all affected areas represented? (circle one)
YES NO Action: _____
3. Are different levels and types of knowledge represented on the team? (circle one)
YES NO Action: _____
4. Is the customer(s) involved? (circle one)
YES NO Action: _____

FMEA Team Boundaries of Freedom

5. What aspect of the FMEA is the team responsible for? (circle one)
FMEA Analysis Recommendations for Improvement Implementation of Improvements
6. What is the budget for the FMEA? _____
7. Does the project have a deadline? _____
8. Do team members have specific time constraints? _____
9. What is the procedure if the team needs to expand beyond these boundaries? _____
10. How should the FMEA be communicated to others? _____