

Activity	Plan	Do	Check	Action
Visitor and competition	Plan case study	Make the question and answer key	Check the the suitability of the questions with the syllabus and the level of difficulties	Make the questions with the syllabus and the questions' weight
	Plan the meeting coordination schedule between laboratory's assistants and the competition's committees	Coordination meeting between laboratory's assistants and the competition's committees	Evaluate the meeting's result	Determine the meeting's schedule
	Plan the layout for the competition's need	Make the arrangement of the competition's layout	Evaluate the result of layout's making	Collate the competition's layout with a better flow
	Plan the competition's documentation	Capturing the competition and choosing the best result	Evaluate the result of documentation and choose some photos	Make the concept plan for documentation
	Plan the jobdesc for assistants for the d-day	Do the jobdesc	Evaluate the suitability of the jobdesc with the ability of assistants	Make the jobdesc distribution for assistants

