

# Project Title:

Date:  
Version number:

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## Background & Problem Statement

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Team members:

Brief description of the problem and why it is important for the department to address it:

What problem are we trying to solve?

What do we expect to happen as a result of solving this problem?

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## Current State

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Brief description of the current state and identified gaps.

Insert a process map or other visual aid when appropriate.

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## Goal/Target:

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What change will be an improvement?

How will we know that a change is an improvement?

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## Root Cause Analysis

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Gemba Walk Results:

Fishbone Diagram:

Other Info:

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## Countermeasures and Improvement Plan

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Description of countermeasures/improvement plan (e.g. PDSA):

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## Results:

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Actual Results:

How do actual results compare to desired outcomes?

Was target goal achieved?

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## Next Steps & Sustainability Plan:

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What follow-up is needed? By whom?

Where and to whom will ongoing results be reported?