

Project Title:

Date:
Version number:

Background & Problem Statement

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?

Current State

Brief description of the current state and identified gaps.

Insert a process map or other visual aid when appropriate.

Goal/Target:

What change will be an improvement?

How will we know that a change is an improvement?

Root Cause Analysis

Gemba Walk Results:

Fishbone Diagram:

Other Info:

Countermeasures and Improvement Plan

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

Results:

Actual Results:

How do actual results compare to desired outcomes?

Was target goal achieved?

Next Steps & Sustainability Plan:

What follow-up is needed? By whom?

Where and to whom will ongoing results be reported?