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| --- | --- | --- | --- | --- | --- |
| **Division/Location/Dept.:** | **Project Name:** | **Project #:** | **Version:** | **Start Date:**  **Last Updated:** | **Close Date:** |
| **Team Members and Roles** | | | **Goals/Targets/Metrics Impacted** (Specific outcomes required, including current and future goals.) | | |
| Project champion: | | |  | | |
| Process owner: | | |
| CI facilitator: | | |
| Other team members: | | |
| **Problem Statement and Possible Constraints** (Clearly and succinctly define the presenting problem. Why are we talking about it?) | | | **Analysis/Think** (Identify root cause and solution and/or design future state. What do you know and how do you know it?) | | |
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| **Scope—Define start and end of process** (Define the elements of what is in scope for the project.) | | |
|  | | |
| **Current State** (Where do we stand today? Have you gathered and verified facts—not just data and anecdotes—to clearly understand current state? Have you gone to the gemba?) | | |
|  | | | **Action Items—Improve/Implement** (Activities required to achieve proposed future state. When updating a process, make sure all procedures get updated.) | | |
| **Description** | **Responsible** | **Completion Date** |
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| **Measures to Control/Sustain** (Ensure an ongoing plan, do check, adjust) | | |
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| **Sign Off Project Completion** | Champion: | Process Owner: |