

Title:

Project Lead:

Sponsor:

Team:

1) Problem Statement: *(Describe the problem and its effect)*

2) Current State: *(Depiction of the current state, it's processes, and problems / issues)*

3) Goal: *(What is the goal? How will it be measured? Need standard / basis for comparison)*

4) Root Cause Analysis: *(Investigation depicting the problems' root causes)*

5) Solutions: *(Action plan and findings of the tested solutions)*

Root Cause	Tested Solution	Responsible	Due	Results/Findings

6) Check: *(Summary of results from the solutions, overall goal successes, and supporting metrics)*

Goal / Metric	Baseline	Target	Current

7) Act: *(Action taken as a result of the "Check," and the plan to sustain results)*

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