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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | | | | **Start Date:** |  | **Target End Date:** | |  |
| **Team:** | | | | **Resources Required:** | | | | |
| *Executive Sponsor:* |  | | |  | | | | |
| *Team Lead:* |  | | |
| *Process Owner:* |  | | |
| *Improvement Advisor:* |  | | | **Scope/Boundaries:** | | | | |
| *Team Members:* |  | | |  | | | | |
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| **What are we trying to accomplish?** | | | | | | | | |
| **Problem Statement:** | | | | **Aim Statement:** | | | | |
|  | | | |  | | | | |
| **How will we know that a change is an improvement?** | | | | | | | | |
| **Measures:** | Outcome: |  | | | | | | |
| Balancing: |  | | | | | | |
| **What changes can we make that will result in an improvement?** | | | | | | | | |
| **Root Causes of Problem:** | | | **Change Ideas:** | | | | **Process Measures** | |
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| **Key Milestones & Timeline:** |  | | | **Barriers and Mitigation Strategies** |  | | | |
| **Signatures:** |  | | | | | | | |
| *Executive Sponsor:* |  | | | | | | | |
| *Process Owner/Project Lead:* |  | | | | | | | |