| **Lean Project Name** |  | | |
| --- | --- | --- | --- |
| **Division/Bureau** |  | | |
| **Dates of Event** |  | | |
| **Sponsor** |  | | |
| **Team Lead** |  | | |
| **Facilitator(s)** |  | | |
| **Purpose of the Process/Program/Topic**  *Why do we do this work? What’s the business need? What’s the value to the business or alignment to strategy?*  *Ex. To provide (something) to (customers) so they can/in order to (do something/receive something).* | | | |
|  | | | |
| **Problem Statement**  *Identifies the gap between the current state and the desired state.* | | | |
|  | | | |
| **Project Scope**  *Where does the project start and end? What are the bookends for discussion? What is included in the project?* | | | |
|  | | | |
| **Customers**  *Who receives the output of the goods/services? Who will benefit? Who is impacted?* | | | |
|  | | | |
| **Objectives**  *What does the team want to accomplish with this project?* | | | |
|  | | | |
| **Performance Improvement Measurements:**  *How will we know that a change is an improvement? How will you measure the impact on the purpose of the process? How will you measure the change on the actual work/steps of the process?* | | | |
| **Metric or Condition** | | **From** | **To** |
|  | |  |  |
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| **Non-negotiables/Boundaries**  *List any restrictions on the team (budgetary, technology, staff, policies, laws)* | | | |
|  | | | |
| **Pre-Work Items**  *List data and/or information needed*. | | | |
|  | | | |
| **Team Members** | | | |
| **Name** | **Function/Area** | **Name** | **Function/Area** |
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| **Project Dates/Times/Location** |  | | |
| **Debrief Dates/Times/Location** |  | | |
| **Debrief Attendees**  **\*Required**  **\*\*Optional** |  | | |
| **Timeline** | | | |
| **Improvement Time Frame:**  Timeframe in which future state will be implemented | |  | |
| **30 Day Check-In** |  | **60 Day Check-In** |  |
| **90 Day Check-In** |  | **6 Month Check-In** |  |
| **1 Year Check-In** |  | **Other?** |  |