| **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?* |
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| **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?** |  |