

TITLE: _____

Team: _____

Date Started: _____ Current Date: _____

Executive Sponsor: _____

Process Owner: _____

P1 Why Change is Needed

Sample Questions

- Why are we doing this?
- What is the burning platform?
- What is the chief complaint?
- What is the impact of this issue?
- Intent of the action
- Scope – Start & end points

P2 Current State

Describe attributes of the current state:

- Quantitative (Money/Errors/Amounts/Time)
- Qualitative

Graphically present picture of Current State

P3 Future State

Describe attributes of the future state:

- Quantitative
 - Money/Errors/Amounts/Time
 - Are metrics defined and achievable?
- Qualitative

Graphically present picture of Future State

P4 Gap Analysis/Assumptions

- What holds us back from the Future State?
- What are the root causes of these road blocks?
- Use Tools to ID Waste
- Brainstorm

D5 Action Plan

Action Item	Assigned To	Date Completed

C6 Results

Result	30d	60d	90d
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

A7 Lessons Learned

Went Well/Helped	What didn't go well/Hindered

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P1	Why Change is Needed

P4	Gap Analysis/Assumptions

C6	Results			
	Result	30d	60d	90d
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P2	Current State

D5	Action Plan	
	Action Item	Assigned To
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A7	Lessons Learned	
	Went Well/Helped	What didn't go well/Hindered

P3	Future State