

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
<div></div>	

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D5	Action Plan																						
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