Project Title:	*Department:*	*Date:*
Lean Project Leader:	*Email:*	*Phone Number:*
Project Start Date:		

This reporting sheet should be used after your process improvement project is underway, and the A3 form has been filled out. Sections of the A3 can be used to help fill out this form. These are indicated in red parentheses ( ).

What issue prompted the improvement effort? Why is change needed? (P1)

Desired Future State / Project Goals (P3):

What are the biggest changes being implemented?

Results (P2, P3, C6):

As discussed in the Lean Metrics Reference Guide, there are various ways to measure the impact of process improvements. For the purpose of establishing statewide metrics for the California Lean Academy, please use and report on the following metrics:

Not all the listed metrics will apply to your improvement process. Fill in what applies.

ERRORS					
Metric	**P2**	**P3**	**30 Days**	**60 Days**	**90 Days**
Defect Rate					
Rework Steps					
Rework Time					
% Complete and Accurate					
Rolling First-Time Yield					
AMOUNTS					
Metric	**P2**	**P3**	**30 Days**	**60 Days**	**90 Days**
Backlog					
Handoffs					
Process Steps					
TIME					
Metric	**P2**	**P3**	**30 Days**	**60 Days**	**90 Days**
Lead Time *(in days)*					
Processing Time *(in days)*					
Response Time *(in days)*					
% On Time Delivery					

Please submit reports to: CALean@govops.ca.gov.