|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title:** | **Start Date:** |   | **Target End Date:** |   |
| **Team:** | **Resources Required:** |
| *Executive Sponsor:* |   |   |
| *Team Lead:* |   |
| *Process Owner:* |   |
| *Improvement Advisor:* |   | **Scope/Boundaries:** |
| *Team Members:* |  |  |
|  |
|  |
|  |
|  **What are we trying to accomplish?** |
|  **Problem Statement:** |  **Aim Statement:** |
|  |  |
|  **How will we know that a change is an improvement?** |
|  **Measures:** | Outcome: |  |
| Balancing: |  |
|  **What changes can we make that will result in an improvement?** |
| **Root Causes of Problem:** | **Change Ideas:** | **Process Measures** |
|   |   |   |
|  |  |  |
|  |  |  |
| **Key Milestones & Timeline:** |   | **Barriers and Mitigation Strategies** |   |
| **Signatures:** |  |
| *Executive Sponsor:* |  |
| *Process Owner/Project Lead:* |  |