****

***Lean Practitioner Project Template***

# Date:

# Company Information:

Company Name:  
Applicant:  
Project Name:

# Company Description:

*Brief overview of the company*.

# Project Team:

*List the names and Job Titles of the project team members below. Add more rows as needed*

|  |  |
| --- | --- |
| Name | Title |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Approvals:

*Signature verifying they are aware of and support you leading this project*.

|  |  |
| --- | --- |
| Manager: | Approval Date: |
| Peer: | Approval Date: |

# Problem Statement:

*Define the problem using current state and target state metrics (numerical values) and providing the call to action (why it is important that you solve this problem) does not include root cause or solution speculation.*

# Timeline & Key Actions:

*Define the actions, their owners, due dates, and status. Add more rows as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Owner** | **Due Date** | **Status** |
|  |  |  |  |
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# Current State:

*Describe the current state conditions, documenting knowns and unknowns in relation to the problem you are trying to solve*

# Goals:

*The measurable goal(s) you plan to achieve, also include the current state metric. Add extra boxes as needed*

|  |  |
| --- | --- |
| **Goal** | **Current** |
| **Goal 1:** | **Current state measurement of goal 1:** |
| **Goal 2:** | **Current state measurement of goal 2:** |

# Major Project Activities:

*List the key actions during the project, tell your project “Story”*

• Planning Stage:

• Action/Implementation Stage:

# Tools/Skills from Workshops Used:

*What tools or skills were applied from the workshops*

# Project Results:

*Show the results compared to the goals, after impact of the project, don’t use TBD. “Goal” and Current” sections will include the same information from the chart above*

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Current** | **After** | **Results** |
| **Goal 1** | **Current state measurement of goal 1** | After improvement measurement of goal 1 | Change improvement amount (%) of goal 1 |
| **Goal 2** | **Current state measurement of goal 2** | After improvement measurement of goal 2 | Change improvement amount (%) of goal 2 |

# Sustainment Plan:

*Explain how the improvements will be sustained going forward.*  
• Ownership of the process:  
• Monitoring Plan:  
• Potential risks to sustainment and mitigation strategies:

# Conclusions & Lessons Learned:

*Reflect on key lessons learned throughout the project*:  
• Lesson 1:  
• Lesson 2:  
• How These Lessons Will Change Future Approaches:

# Appendices:

*Attach any relevant photos, charts, or additional documentation that supports your project*.