***Supervision Fundamentals 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: |

# Project Statement/Justification:

*A clear explanation of how this project supports a company goal and why it’s important*.

• Company Goal Supported:
• Why It’s Important:
• Objective:
• Anticipated Challenges Related to the Goal:

# Project Scope:

*Clearly define what the project will and will not cover*.

# Stakeholders:

*Identify who will be impacted by or has an interest in this project*.

# 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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# Major Project Activities:

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

• Planning Stage:

• Action/Implementation Stage:

# Barriers & Solutions:

*Document the challenges and how they were resolved:*
• Barriers Faced:
• Solutions Found:
• Validation/Measurement: *How do you know the barrier is fully removed*?

# Tools/Skills from Workshops Used:

*What tools or skills were applied from the workshops, and how did they impact the project outcome*?

# Project Results:

*Clearly state if the project was successful and how it improved processes*:

• Quantitative Results *(Metrics, If Applicable)*:
• Qualitative Insights *(Non-Measurables)*:

# Sustainment Strategy:

*Explain how the improvements will be sustained going forward.*
• Ownership of the process:

• Behavior/s *(if applicable):*
• 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:

# Future Continuous Improvement Opportunities:

*Identify how this project ties into or inspires future improvements within the company*.

# Appendices:

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