

Project name: <enter project name>

Team: <enter project team>

Sponsor: <enter project sponsor>



Box 1: Problem Statement			Box 3: Root Cause Analysis		Box 5: Implementation Plan		
<Placeholder, Enter Problem Statement>			<Placeholder, Complete Table Below, or insert Fishbone, 5 Whys, Process Map with Kaizen Bursts or other study of Root Causes such as Pareto>		<Placeholder, Enter Project Plan/PDCA Plan using WWW format or picture of Gantt/similar>		
			1	<Placeholder, Enter RCA #1>	What (Task)	Who (Owner)	When (Due)
			2	<Placeholder, Enter RCA #2>			
			3	<Placeholder, Enter RCA #3>			
			4	<Placeholder, Enter RCA #4>			
			5	<Placeholder, Enter RCA #5>			
Box 2: Goal Statement			Box 4: Solutions		Box 6: Results and Lessons Learned		
<Placeholder, Enter SMART Aim Statement>			<Placeholder, Complete Table Below, or insert Dot Voting Exercise, PICK Chart, or other Prioritization Tool such as a Pugh Matrix>		<Placeholder, Enter Results and Lessons Learned, if appropriate, insert charts to highlight trends and improvements made>		
			1	<Placeholder, Enter Solution to Address RCA #1>			
			2	<Placeholder, Enter Solution to Address RCA #2>			
			3	<Placeholder, Enter Solution to Address RCA #3>			
			4	<Placeholder, Enter Solution to Address RCA #4>			
Metric	Baseline	Goal	5	<Placeholder, Enter Solution to Address RCA #5>			
<Placeholder, Enter Metric #1>							
<Placeholder, Enter Metric #2 (if applicable)>							