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| **Division/Location/Dept.:**      | **Project Name:**      | **Project #:**      | **Version:**      | **Start Date:**      **Last Updated:**       | **Close Date:**       |
| **Team Members and Roles** | **Goals/Targets/Metrics Impacted** (Specific outcomes required, including current and future goals.) |
| Project champion:       |       |
| Process owner:       |
| CI facilitator:       |
| Other team members:       |
| **Problem Statement and Possible Constraints** (Clearly and succinctly define the presenting problem. Why are we talking about it?) | **Analysis/Think** (Identify root cause and solution and/or design future state. What do you know and how do you know it?) |
|       |       |
| **Scope—Define start and end of process** (Define the elements of what is in scope for the project.) |
|       |
| **Current State** (Where do we stand today? Have you gathered and verified facts—not just data and anecdotes—to clearly understand current state? Have you gone to the gemba?) |
|       | **Action Items—Improve/Implement** (Activities required to achieve proposed future state. When updating a process, make sure all procedures get updated.) |
| **Description** | **Responsible** | **Completion Date** |
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| **Measures to Control/Sustain** (Ensure an ongoing plan, do check, adjust) |
|       |
| **Sign Off Project Completion** | Champion:       | Process Owner:       |