Project Name:

Review the Problem	Assess the Current State	Plan for Change	Implement Changes	Determine Success
Schedule and hold project planning meeting with Project Sponsor and Process Owner.	Map current process using Process Mapping Techniques and Tools.	Review goal, issue list, and solution ideas.	Communicate Solution Action Plan to affected stakeholders.	Assist Process Owner with any problems or issues that are preventing improvements from being sustained.
Verify the SIPOC Map from the Proposal if provided. Create a SIPOC Map if one wasn't provided.	Identify issues related to problem statement.	Brainstorm improvement ideas using Brainstorming Techniques.	Determine frequency and location of check-in meetings & Hold check-in meeting(s). Create meeting agenda using Check-in Meeting Agenda.	Meet with team and Project Sponsor to review lessons learned and evaluate need for future projects.
Review the goal and problem statement from the Proposal if provided. Create both the goal and problem statement if one wasn't provided. The Project Definition Worksheet can help to build the goal and problem statements.	Analyze performance data collected using the Data Collection Plan. Chart data using the Chart Selection Decision Tree as a guide.	Prioritize solution ideas using the Solution Prioritization Matrix.	Implement Solution Action Plan.	
Indentity metrics to support goal or problem statement. Develop initial Data Collection Plan in order to baseline metrics.	Prepare for, conduct, and incorporate feedback from Focus Groups (OPTIONAL).	Develop a future state process map using Process Mapping Techniques and Tools.		
Start the Project Charter.	Identify focus (i.e., most impactful issues) for future improvement brainstorming sessions.	Prepare for, conduct, and incorporate feedback from Focus Groups (OPTIONAL).		
Create a Project Plan. Create project planning meeting agenda with the Project Planning Meeting Agenda template.	Review project work with Project Sponsor.	Develop Solution Action Plan.		
Create the Communication Plan.		Review project work with Project Sponsor.		
Obtain signoff for the Charter.		Finalize project summary (i.e., Final Report), including latest metric data indicating level of improvement.		
Schedule and hold project kickoff meeting with team. Create kickoff meeting agenda with the Kickoff Meeting Agenda template.		Deliver project summary to appropriate Stakeholders.		
Schedule sessions and reserve meeting locations.				
Prepare facilitator toolkit with supplies (e.g., post-it's, markers, etc.) and the associated tools relevant to the project.		Conduct Lessons Learned Survey.		

Associated Tools

Project Charter	5 Why's	Solution Action Plan	5S Methodology Guide	Data Collection Plan
Communication Plan	Affinity Diagram	Solution Prioritization Matrix	Check-in Meeting Agenda	Solution Action Plan
Kickoff Meeting Agenda	Brainstorming Techniques	Process Mapping Techniques & Tools	Solution Action Plan	
Project Definition Worksheet	Cause & Effect Diagram (Fishbone Diagram)	Brainstorming Techniques		
Project Plan	Chart Selection Decision Tree	Affinity Diagram		
Project Planning Meeting Agenda	Data Collection Plan	Recommendation Worksheet		
Proposal	Pareto Chart	**Focus Group Report/Agenda/Plan**		
SIPOC Map	Process Mapping Techniques & Tools	Facilitation Techniques		
	Waste Walk Worksheet	Final Report		
	Focus Group Report/Agenda/Plan	Lessons Learned Survey		