**Date:**

**Company Name:**

**Applicant:**

**The Project Name:**

**The Team:**

**The Company Description:**

**Approvals:**

Manager: X-X-XXXX

Name:

Peer: X-X-XXXX

Name:

**Problem Statement:**

(Define the problem without providing solutions or root cause speculation. What is the gap? What process isn’t working? Why is it worth the time and resources to solve this problem?)

**Timeline:**

(What needs to be done, by whom and by when to meet project objectives and timeline.)

**Current State:**

(Describe current conditions, starting point, etc. include quantifiable measurements, also populate “current” section of the chart below with the current measurement/s)

**Goals:**

*The goals* we plan to achieve: (Goal needs to be measurable, add extra boxes if you have multiple goals)

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

**Major Project Activities and Challenges:**

(Bulleted list or sub headers of major actions done toward the initiative)

**Tools from Workshops used**

(What tools were used, how were they used, how did they impact the outcome?)

**Results & Final Conditions:**

(Must have at least one measure. 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**

(Who owns the process, how will it be monitored, etc.)

**Conclusions/Lessons Learned**

(2-3 points of learnings, what worked, what didn’t, how did you grow, where else can this be used? Next Steps)

**Appendices** (attach any photos, charts, tools used, etc.)