

Continuous Improvement Project Reporting Tool

Problem Statement:

E.G Improve Productivity
@ work centre

Value Stream:

Value Stream that
improvement is being
worked on

DEFINE: What is the problem statement?

This quadrant should contain all the information required to "DEFINE" the project initiative you are working on. It should identify the problem, show (using graphs or charts) the current performance trends

A sample of some of the questions (but not all) to be answered have been included

Put in charts / graphs

Put in charts / graphs

What is the performance problem you are addressing?

Show performance trend (full years results if possible). Were you red, yellow, or green?

What's your history? Are you getting better or worse?

Tell the story with a chart, if possible. Minimize words.

What is the 'target condition' or the desired state?

What are the metrics? What improvement do you expect? Metric; current result (baseline); expected results

MEASURE: Describe current state process and current results

| Metric | Baseline | Target Results |
|--|--|----------------|
| What will you measure and why? What improvement do you expect? | <p>This quadrant should focus on gathering the information of the current state of the process. This could include pinpointing the problem down to a specific location or defect.</p> <p>A sample of some of the questions (but not all) to be answered have been included</p> | |
| Metric; current result (baseline); expected results | | |
| What works and what doesn't work? Any issues? | | |
| Any other consideration? Primary or secondary metrics (financial, PY reductions, cost reductions etc.) | | |
| Include your prediction of the changes you could make | | |
| Assess each step of process / activities: target and actual. Please Explain. | | |

IMPROVE: What is the plan to get there? How will you implement the change?

| Goals | Activities | Period of TIME: Day - Week - Mo (circle 1) | | | | | | | | | |
|---|------------|---|---|---|---|---|---|---|---|---|----|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Tell the who, what, where, when and how of your strategy / implementation will be done. | | | | | | | | | | | |
| Describe who is on the team. | | | | | | | | | | | |
| Provide SMART (simple, measurable, achievable, reasonable, and trackable) upstream or process goals so we know how we're doing. | | | | | | | | | | | |
| <p>This quadrant should contain the information required to identify the area for improvement and how you went about achieving this improvement.</p> <p>A sample of some of the questions (but not all) to be answered have been included</p> <p>Do not add additional lines to any of the columns. If you need more space then you have included too much detail</p> | | | | | | | | | | | |

ANALYZE: What are the identified root causes for the problem?

What are the root causes of the performance problem you are addressing? (fishbone, 5 why's etc.)

Describe what loop of the VSM you will work on. What led to this decision?

Any new factors to consider? (e.g. changes in business environment/ process specifications)?

What are the expected results. What new metrics will be analyzed?

You can't do everything. Pick 3 or 4 areas of emphasis.

How will these activities benefit us?

This quadrant should contain the root causes of the problem. These root causes should be confirmed with the data collected, or additional data if required. The verified causes will form the basis for the creating solutions in the next phases.

A sample of some of the questions (but not all) to be answered have been included

Control: Results / Future Recommendations (also any unresolved issues?)

What were the results of the changes? (show results of new metrics in graphs / charts)

What other future opportunities exist? What are your recommendations?

Any unresolved issues, question marks or support needed? What do you intend to do about them?

This quadrant should contain any information related to the controls left behind for sustaining the changes.

As well it should include the results of the changes, based on the original metrics to show the improvement made. Include any financial, cost reduction or PY reductions benefits.

Indicate if there are any future recommendations for other loops or if there are unresolved issues

A sample of some of the questions (but not all) to be answered have been included

Sign it and insist everyone on the team do the same. Signing means, "I support this plan and will hold up my end."

Signature:

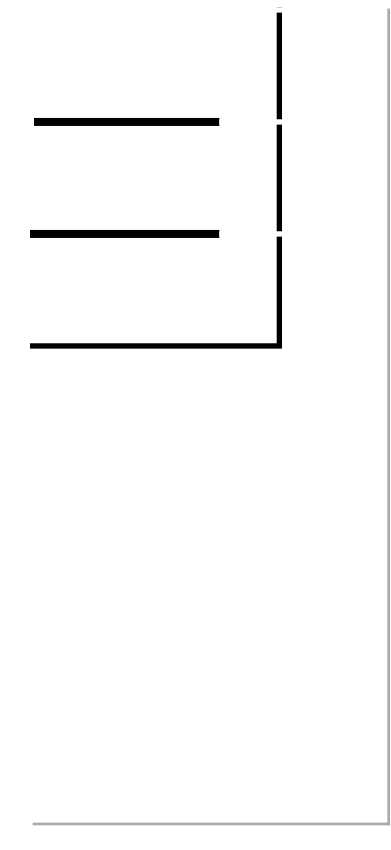
Revise your paper based on Feedback. It's part of gaining alignment and keeping everyone on the same page.

Author _____
Version and Date _____

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Value Stream:

IMPROVE: *What is the plan to get there? How will you implement the change?*

| Goals | Activities | Period of TIME: Day - Week - Month <i>(circle 1)</i> | | | | | | | | | | | | |
|-------|------------|---|---|---|---|---|---|---|---|---|----|----|----|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
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MEASURE: *Describe current state process and current results*

| Metric | Baseline | Target Results |
|--------|----------|----------------|
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ANALYZE: *What are the identified root causes for the problem?*

Control: *Results / Future Recommendations (also any unresolved issues?)*

Signature: _____

Author _____

Signature: _____

Version and Date _____

