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| **Project Name:**  **Created by:** | **Date created: Date revised:** | **Sponsor(s)/Owner(s**):  **Team members:** |
| **Background:**  **Scope:**  **Problem Statement and Key Issues:**  **Current State:**  **Goals and Target:**  **Root Cause Analysis***:* | | **Proposed Countermeasures:**  **Measurements: (***2 to 3 that directly measure change, simple to collect & track on work floor. Identify who will collect, how often, graphs needed*.)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Implementation Plan:** *(May move this to another page if it is too long. List items to complete the Do/Test of the countermeasures May need to move table to a 2nd page of an A3: i.e.: Communication and training plan, tools needed)* | | | | | | **Person** | **Action Item** | **Due date** | **Done**  **√** | **Comments** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | --- | | **Study** *(Compare measurements to goals and expected outcomes. list learnings)* | **Act** (*Goals met? If no, determine adjustments, list due date, person responsible. Complete next PDSA. If yes, fully implement and determine if process should be replicated.)* | |  | . | |  |  | |  |  | |