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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*.)

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| **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** |
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| **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.)* |
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