Team Lead: [Dept Lead's Name]
CII Facilitator: [CII Lead's Name]
Improvement Team: [List names here]
Resources:
[List names here]
Stakeholders
[list categories of stakeholders here]
CONTINUOUS
• CONTINUOUS IMPROVEMEN
<b>IMPROVEMEN</b>
•••

XX/XX/XXXX

**Sponsor**: [Project Sponsor's Name]

Date

Team

## Project Name of Project **Problem Statement** [Craft a clear, concise problem statement that briefly states: where and when (how long) the problem is occurring; the size or magnitude of the problem; why it's a problem/the impact; and who the customers are (who is impacted). A problem statement is not a question, not a proposed solution, nor an unactionable complaint. If your statement has a question mark or solution in it, you're not done!] Scope • [The scope should detail the start and end of the process. It can also clarify the level of depth for the project.] **Targeted Outcomes** • [Use SMART goals where possible as targeted outcomes for the project.] • [A few of the goals can be more qualitative/long term/strategic.] [These targets should be your standard for determining whether or not the project was a success.] **Boundaries** another direction.] resource constraints.]

**Timeline** 



