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<tr>
<th>Date</th>
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<tbody>
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<td>Project Name of Project</td>
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**Team**
- Sponsor: [Project Sponsor's Name]
- Team Lead: [Dept Lead's Name]
- CII Facilitator: [CII Lead's Name]
- Improvement Team: [List names here]
- Resources: [List names here]

**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**
- [Be very selective of what you consider a boundary – question thoroughly before you agree to include one.]
- [Boundaries are completely off limits – when a project starts drifting in the direction of a boundary we must pivot in another direction.]
- [Boundaries could include politically unfeasible options, parts of the process that we don’t want to address, or other resource constraints.]

**Timeline**
- Prep
- Event
- Implementation

**Stakeholders**
[List categories of stakeholders here]
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**Team**
- **Sponsor:**
- **Team Lead:**
- **CII Facilitator:**
- **Improvement Team:**

**Resources:**

**Stakeholders**

**Timeline**
- (Prep)
- (Event)
- (Implementation)