### Project Name:

#### Review the Problem
- Schedule and hold project planning meeting with Project Sponsor and Process Owner.
- Identify issues related to problem statement.
- Review the goal and problem statement from the Proposal if provided. Create both the goal and problem statement if one wasn't provided. The Project Definition Worksheet can help to build the goal and problem statements.
- Develop initial Data Collection Plan in order to baseline metrics.
- Identify metrics to support goal or problem statement.
- Create a Project Plan.

#### Assess the Current State
- Brainstorm improvement ideas using Brainstorming Techniques.
- Prioritize solution ideas using the Solution Prioritization Matrix.
- Analyze performance data collected using the Data Collection Plan. Chart data using the Chart Selection Decision Tree as a guide.
- Develop a future state process map using Process Mapping Techniques and Tools.
- Identify focus (i.e., most impactful issues) for future improvement brainstorming sessions.
- Review project work with Project Sponsor.

#### Plan for Change
- Review goal, issue list, and solution ideas.
- Determine frequency and location of check-in meetings & hold check-in meeting(s). Create meeting agenda using Check-in Meeting Agenda.
- Prioritize solution ideas using the Solution Prioritization Matrix.
- Review project work with Project Sponsor.
- Develop Solution Action Plan.

#### Implement Changes
- Communicate Solution Action Plan to affected stakeholders.
- Determine frequency and location of check-in meetings & hold check-in meeting(s). Create meeting agenda using Check-in Meeting Agenda.
- Implement Solution Action Plan.
- Finalize project summary (i.e., Final Report), including latest metric data indicating level of improvement.
- Deliver project summary to appropriate Stakeholders.

#### Determine Success
- Assist Process Owner with any problems or issues that are preventing improvements from being sustained.
- Meet with team and Project Sponsor to review lessons learned and evaluate need for future projects.
- Conduct Lessons Learned Survey.

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### Associated Tools

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