|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | **Facility** |  |
| **Project Name** |  | **Project Facilitator/Belt Level** |  |
| **Project Sponsor** |  | **Project Team Members** |  |
| **Project Start Date** |  | **Project End Date** |  |

# Project Focus- Process the team will work to Improve and why: (Pre-Define)

**A3 Report**

# Problem Statement (Define)

# Current State Analysis - What’s the Data Story? (Measure/Analyze of Current State)

*Post Current Process Map and Graphs that support the data story*

# Project Aim Statement

# Implementation Plan (Improve)

|  |  |  |
| --- | --- | --- |
|  | **PDSA – Brief Description** | **Implementation Date** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# Improvements and Outcomes – Qualitative and Quantitative Outcomes (Pre/ Post data comparison) (Measure/Analyze of Improved State)

*Post Process Map and Graphs that support the data story*

# Controls Utilized (Control)

# Brief Summary of the Project - (State the problem, solution and benefits/savings – in three sentences)