

A3 REPORT



What is the A3 Report:

The A3 Report is a two-page document that contains and summarizes the information about your improvement project. It is only two pages long, anyone can easily read it and understand the basic who, what, when, where, why and how of the project.

When do I complete the A3 report?

The A3 Report follows the same DMAIC format as your project. When you do the define phase, you should complete the define components of the A3 Report, and the measure components when you do the measurement phase, and so on.

What are the components of the A3 Report?

Component	Content	Details
Define	Project Details	Organization, Project Name, Project Sponsor, Project Start Date, Facility, Project Facilitator, Project Team, Project End Date
	Opportunity Statement	Also known as a Problem Statement
Measure/Analyze	Current State Analysis and Measures	Post the analysis of the measures you collected and the story the data is telling you I.e. Run charts, Pareto charts, etc.
Control	Controls Utilized	What controls have already been implemented and what controls need to be put in place so the progress does not lapse backwards into the old way of doing things
	Outcomes	The quantitative and qualitative results of the improvements
Improve	Aim Statement	
	Implementation Plan	Summary of the PDSA (Plan-Do-Study-Act) cycles and implementation time frame

It is a 'living' document that you will continue to add to, and modify, as you go through your project.