***Date started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Current date \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Primary customer:*** *( who is the main end-use customer of the product/service from this process?)*

**Improvement Effort:** (name of the effort)

**Sponsor/Sponsor Coalition:** (supervisors/managers/executives sponsoring this effort)

**Person(s) working on this:** (person or team working on this improvement)

|  |  |
| --- | --- |
| 1. **Implementation Evaluation** |  |
| **Current status of the implementation & measuring and evaluating the results of what you implemented: did you close the gap** *(*Initial state vs. Target state*)* |  |
| 1. **Insight and Next Steps** |  |
| **Lessons Learned and Future Opportunities?** |  |