***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. **Rapid Experiments/Pilots**
 |  |
| **Small-scale testing of Potential Solutions to close the gap** (ideal situation if possible) |  |
| 1. **Complete Implementation**
 |  |
| **What is left to do to implement the solutions(s) after learning from your rapid experiments?**  |  |