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| --- | --- | --- | --- | --- |
| **\*Project title** |  | | | |
| **\*Problem statement** |  | | | |
| **Goal statement (qualitative)** |  | | | |
| **\*Value stream scope** |  | | | |
| **\*Workflow scope** |  | | | |
| **Out of scope** |  | | | |
| **Constraints** |  | | | |
| **Concerns** |  | | | |
| **Assumptions** |  | | | |
| **\*Project metrics** | **\*Baselines** | **\*Goals** | | **\*KPIs affected** |
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| **\*Team members** | **\*Roles / Responsibilities (Green Belt, Black Belt, Leader, Scribe, Job Title, etc.)** | | | |
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| **\*Resources** | **\*Roles (Champion, Black Belt, Process Owner, Finance, IT, HR, Facilities, etc.)** | | | |
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| **\*Stakeholders** | **\*Connection to project** | | | |
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| **\*Milestones** | **\*Plan** | | **\*Actual** | |
| Project start |  | |  | |
| Define phase complete |  | |  | |
| Measure phase complete |  | |  | |
| Analyze phase complete |  | |  | |
| Improve phase complete |  | |  | |
| Control phase complete |  | |  | |

**Approvals**

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| **Name** | **Signature** | **Date** |
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