

Improvement Idea

Expected Start Date:

Expected Completion Date:

Revision Date:

Expected Savings/Avoidance:

Project Information

Project Name *(Short name for easy reference):*

Prepared By:

Email:

Department & Division:

Key Contact Info *(if different):*

Key Stakeholders -List Subject Matter Experts (SME); Team Leads, Champions, Green Belts

Champion –	SME –
Champion –	SME –
Green Belt –	SME –
Green Belt –	SME –
Team Lead –	SME –
	SME –

Purpose/ Impact *(What, where, when) In a short statements, describe what problem or opportunity will be resolved by this project and the impact to strategic objectives*

Problem/ Issue:

Business Case *(1-2 sentence statement from which to make a decision whether to proceed. How does this project impact or add value to the strategic objectives of the department/division/university):*

How does the current process work? *(Include current process and any measurements in place)*

Target Goal? *(In perfect world, what would future process look like including metrics)*

Describe Effort, Project Risks, Constraints *(Amount of time and resources needed. Are there available resources to implement idea & mitigate identified risks?)*

Time/Resources:

Current Risks *(financial/operational/legal/physical):*

Constraints:

Project Deliverables – What are Predicted Outcomes? How will Champion know project is complete *(Examples:, Measurements, Control Plan, Training Plan, Communication Plan, Updated Procedure Manual)*

In Scope (What root cause concentrating on)	Out of Scope (Parking lot)

Champion Name (print)

Champion Signature

Date

Deployment Champion (print – if applicable)

Deployment Champion Signature

Date

Team Lead (print)

Team Lead Signature

Date

Green Belt Name (print)

Green Belt Signature

Date

Black Belt Name (print – if applicable)

Black Belt Signature

Date