**Finalizing the Kaizen:**

**IMPLEMENTATION PLAN: NEXT STEPS**

1. In groups, brainstorm a list of action steps for each goal developed on a flip chart with post-it notes
2. Sequence the action steps working back from the due date for the goal
3. Set targets for each action step
4. Timing (Start & Completion)
5. Impact: how much, how many, how well (optional)
6. Assign responsibility for each action step to a participant
7. Set review dates and follow-up at key milestones (30/60/90 days)
8. Estimate your required resources (support needed)

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|  |  |  | **TIMELINE** | | | | | | | | | | | |
| ID# | Action | Owner | Jan-YY | Feb-YY | March -YY | April-YY | May-YY | June-YY | July-YY | August-YY | Sept-YY | Oct-YY | Nov-YY | Dec-YY |
| 1 | Create Guidebook | John Doe | X | X | X |  |  |  |  |  |  |  |  |  |
| 2 | Web Update | Jane Doe |  |  | X | X |  |  |  |  |  |  |  |  |
| 3 | Example action item |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Example action item |  |  |  |  |  |  |  |  |  |  |  |  |  |