

[Insert Agency Logo]

[Enter Agency Name]

[Enter Name of Project]

[Enter Location of Event]

[Enter Date of Final Report Out]

Summary

[Provide summary of the project]

Service

[Overview of your office/division and how it relates to the project]

Team Members

[List and identify members, sponsors, leaders and champions]

Contact

[Include the e-mail and phone number of the Team Leader]

Opportunities

[State the opportunities for improvement in the project]

Process

[Provide a list of the Lean tools used in this event]

Goals and KPIs

[List the goals/objectives and the Key Performance Indicators related to the project in bullet point format]

Results

[Describe the expected results related to the project]

Plan-Do-Check-Act

[Describe the team's plan to report on the status of project goals and to make adjustments when necessary]

