

**Plan-Do-Check-Act**

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

**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]**

**Service**

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

**Contact**

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

**Team Members**

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

**Results**

**[Describe the expected results related to the project]**



**[Enter Agency Name]**

**[Enter Name of Project]**

[Enter Location of Event]

[Enter Date of Final Report Out]

**Opportunities**

**[State the opportunities for improvement in the project]**

**Summary**

**[Provide summary of the project]**