

Owner  
Participants

Version  
Created Date  
Last modified

# Title

Goal

## Challenge

- Is the problem clearly defined?
- Is the challenge based on internal need for improvement or an external party?
- Can the assumed benefit of the problem solving be quantified?
- Cost - Quality - Time
- Has there been established parameters to verify that the problem is solved?

## Goal / Improved situation

- Is the description a hypothesis on how the process will look in the future?
- Is the problems in the current situations identified and root causes removed in the hypothesis?
- Have the hypothesis been discussed with everybody that has insight into the problem?

## Plan

- Has all actions been described and assigned?
- Have all responsible parties been given due dates and necessary resources?
- Are all actions attached to necessary changes that was identified in Improved situation?

## Current Situation

- Does the description describe the process which contains the problem?
- Does the description take into account how the process works today? (Process - Information flow - Job Execution)
- Does the description pinpoint the underlying reasons that hinders solving the problem?
- Does the description give enough insight to look for root causes?
- Does the description describe the main points to improve?

## Follow up

- Will the effects of the plan be possible to measure?
- Are there established follow-up routines?
- What learning did you take away?

## Costs

Estimated Cost Invested		Actual Cost Invested		Planned completion date	
Estimated Cost Saved		Actual Cost Saved / Revenue		Actual completion date	

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**Challenge**

Empty text area for Challenge description

**Goal / Improved situation**

Empty text area for Goal / Improved situation description

**Plan**

Empty text area for Plan description

**Current Situation**

Empty text area for Current Situation description

**Follow up**

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**Costs**

Estimated Cost Invested	<input type="text"/>	Actual Cost Invested	<input type="text"/>	Planned completion date	<input type="text"/>
Estimated Cost Saved	<input type="text"/>	Actual Cost Saved / Revenue	<input type="text"/>	Actual completion date	<input type="text"/>