**A3 – Career Ladder Project Template**

Project Name:

Start Date:

Team Members:

Facilitator:

Process Owner:

|  |
| --- |
| **Define/ Background Information** |
| Problem Statement:Goal:Scope:Benefits:  | □ Problem Statement□ Project Scope□ Goal□ VOC/CTQs□ Project Benefit  |
| Define Target Date: | Define Actual Date: |

|  |  |
| --- | --- |
| **Measure/Understand** |  |
|  | □ Gemba Walk□ Process Map□ VA/ NVA□ Spaghetti Diagram□ Reports & Metrics□ Baseline Data |
| Measure Target Date: | Measure Actual Date: |

|  |  |
| --- | --- |
| **Analyze/Think** |  |
|   | □ Root Cause Analysis □ Issue Matrix□ Charts□ 5 Why’s□ Fishbone/ C & E Diagram |
| Analyze Target Date: | Analyze Actual Date: |

|  |  |
| --- | --- |
| **Improve/Pilot/Pilor Results** |  |
|   | □ Std Work□ 5S□ Visual Mgmt□ Cont Flow□ POUS □ Mistake Proofing□ Effort Impact Chart   |
| Improve Target Date: | Improve Actual Date: |

|  |  |
| --- | --- |
| **Control/Sustain/Results** |  |
|   | □ Control Plan |
| Control Target Date: | Control Actual Date: |