**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: |

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| --- | --- |
| **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: |

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