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| A3 Project Title:  |
| Updated: 2/12/2018 | Revisions: |
| Date Approved: | Approved by: |
| Process Owner(s) |  |
| Champion |  |
| Coach |  |
| Finance |  |
| Sponsor |  |
| Team members |  |
| 1. Background: What are you talking about and why? |
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| Problem Statement |  |
| 2. Current Conditions: Where do things stand now? |
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| 3. Goal & Target: What specific outcome is required? What's required by the patient / customer? |
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| 4. Analysis & Root Cause: Why does the problem or need exist? |
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| 5. Proposed Solutions / Countermeasures: What do you propose and why? |
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| 6. Implementation Plan: How will you implement? |
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| Deliverable | Person Responsible | Due Date | StatusRed, Yellow, Green  | Comments |
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| 7. Metrics |
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| 8. Follow up / Control Plan: How will you ensure ongoing PDCA? |
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| Best Practice Sharing |  |