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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 | Status  Red, 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 |  | | | | |