



THE IMPROVE GROUP – LEAN IMPLEMENTATION TEMPLATE

IMPROVEMENT OPPORTUNITY

Proposed by: _____

Date: _____

<u>Issue</u>	<u>Recommendation</u>	<u>Benefits (time, delivery, storage space, cost)</u>	<u>Impact on Non-Value Adding Activity</u> Defects <input type="checkbox"/> Overproduction <input type="checkbox"/> Waiting <input type="checkbox"/> Not Using Resources <input type="checkbox"/> Transportation <input type="checkbox"/> Inventory <input type="checkbox"/> Motion <input type="checkbox"/> Excess Processing <input type="checkbox"/>
Sketch or Photo of Current Situation	Proposed changes needed – details, photo or sketch		
	Results		

Approved for Action by: _____

Date: _____

Planned Completion Date: _____

Assigned to: _____

Actual Completion Date: _____