**[](https://goo.gl/fSmxwi)LEAN RAPID IMPROVEMENT (KAIZEN) EVENT REPORT FORM**

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| **GENERAL INFO** | | | | | | | | |
| **EVENT NAME** | |  | | | | | | |
| **LOCATION** | |  | **FACILITATOR** | |  | | | |
| **EXECUTIVE SPONSOR** | |  | **TEAM LEAD** | |  | | | |
| **VALUE STREAM CHAMPION** | |  | **DATE OF EVENT** | |  | | | |
|  | |  |  | |  | | | |
| **TEAM** | | | | | | | | |
| **MEMBER NAME** | **SKILL / ROLE** | | **MEMBER NAME** | | | **SKILL / ROLE** | | |
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| **IMPROVEMENT** | | | | | | | | |
| **EVENT PURPOSE / OBJECTIVES** | | | **KEY IMPROVEMENTS** | | | | | |
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| **MEASURABLE BENEFITS** | | | | | | | | |
| **METRIC** | | | **UNIT OF MEASURE** | **MEASUREMENT – BEFORE –** | | | **MEASUREMENT – AFTER –** | **PROJECTED CHANGE** |
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| **ADDITIONAL BENEFITS** | | | | | | | | |
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| **ADDITIONAL DOCUMENTATION**  charts / graphics / photos / etc. attached, placed, or links provided | | | | | | | | |
| **B E F O R E** | | | **A F T E R** | | | | | |
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