**LEAN RAPID IMPROVEMENT (KAIZEN) EVENT REPORT FORM**

|  |
| --- |
| **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** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **IMPROVEMENT** |
| **EVENT PURPOSE / OBJECTIVES** | **KEY IMPROVEMENTS** |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| **MEASURABLE BENEFITS** |
| **METRIC** | **UNIT OF MEASURE** | **MEASUREMENT– BEFORE –** | **MEASUREMENT– AFTER –** | **PROJECTED CHANGE** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **ADDITIONAL BENEFITS** |
|   |   |
|   |   |
|   |   |
|   |   |
| **ADDITIONAL DOCUMENTATION**  charts / graphics / photos / etc. attached, placed, or links provided |
| **B E F O R E** | **A F T E R** |
|   |   |
|   |   |
|   |   |
|   |   |