		Date Initiated: **Revision Date:**

1. Project Information		
Deployment Champion:	Project ☐	Just Do It ☐
Implementation Leader	RIE ☐	Other ☐
Project Sponsor:		
Estimated Start Date:		
Estimated End Date:		
2. Problem/Opportunity Statement		
3. Goal Statement		
4. Project Scope		
In Scope …	**Out of Scope …**	
5. Team Members		

		Date Initiated: **Revision Date:**

Name	**Role**	**Organization**

6. Project Plan DMAIC-V/*Kaizen/RIE*			
Define/*Pre-Event* Date		**Improve/*Event* Date**	
Measure Date		**Control/*Post Event* Date**	
Analyze Date		**Validation/*Validation* Date**	

7. Approvals/Signatures		
	Signature	**Date**
Black Belt/Green Belt		
BB/MBB Mentor		
Project Sponsor		
Implementation Leader		
Deployment Champion (if required)		