

Personal Information

Name: _____

Project/Process Name: _____

Date: _____

Objective

Object Statement:

Clearly state the objective of the continuous improvement plan.

Current State Analysis

Description of Current State:

Describe the current state of the project or process.

Key Performance Indicators (KPIs):

List the KPIs used to measure the current state.

Improvement Goals

GOAL ID	Improvement Goal	Target KPI	Deadline	Responsible Person
1				
2				
3				
4				

Action Plan

Action Step	Description	Start Date	End Date	Resources Needed
1				
2				
3				
4				

Responsible Person

Task 1: _____

Task 2: _____

Task 3: _____

Task 4: _____

Monitoring and Evaluation

Monitoring Plan:

Describe how the progress will be monitored.

Evaluation Plan:

Describe how the results will be evaluated.

Review Dates:

List the dates when the progress will be reviewed.

Feedback and Adjustments

Feedback Mechanism:

Describe how feedback will be collected.

Adjustments:

Describe how adjustments will be made based on feedback and evaluation.
