

Business Process Improvement Team Info (Team Project Planning & Implementation Worksheet)

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Organizational Objective:	Team Objective:
Team Name:	Team Members:

Reason for Improvement/Process To Improve:

Problem Statement:

I.D.E.A.S.: Problem Identification and Problem Solving Process

Phase	Tools Used and Outcomes	Results
Month/Year	<input type="text"/>	Problem Statement
Phase I: Identify Opportunity	<input type="text"/>	Presentation to Leadership <input type="checkbox"/>
Month/Year	<input type="text"/>	Problem Analysis Statement
Phase II: Determine Influential Factors	<input type="text"/>	Presentation to Leadership <input type="checkbox"/>
Month/Year	<input type="text"/>	Solution for Problem
Phase III: Evaluate Alternatives	<input type="text"/>	Presentation to Leadership <input type="checkbox"/>
Month/Year	<input type="text"/>	Evaluate Solution
Phase IV: Apply and Measure	<input type="text"/>	Presentation to Leadership <input type="checkbox"/>
Month/Year	<input type="text"/>	Formalize Support
Phase V: Success and Beyond	<input type="text"/>	Presentation to Leadership <input type="checkbox"/>

Customer's Affected/Impacted:

Recommendations:

Costs: Tangible/Intangible; Long/Short Term

Benefits: Tangible/Intangible; Long/Short Term

Action Plan (See Separate Page for Details)

Completion Date	Action to Be Taken	Method	People Responsible	Resources Needed	Approval/Support Needed	Special Needs