LEAN RAPID IMPROVEMENT (KAIZEN) EVENT REPORT FORM ✓ smartsheet



EVENT NAME LOCATION FACILITATOR EXECUTIVE SPONSOR TEAM LEAD VALUE STREAM CHAMPION DATE OF EVENT TEAM MEMBER NAME SKILL / ROLE MEMBER NAME SKILL / ROLE MEMBER NAME SKILL / ROLE MEMBER NAME SKILL / ROLE	GENERAL INFO							
EXECUTIVE SPONSOR TEAM LEAD VALUE STREAM CHAMPION DATE OF EVENT TEAM	EVENT NAME							
VALUE STREAM CHAMPION DATE OF EVENT TEAM	LOCATION		FACILITATOR					
TEAM	EXECUTIVE SPONSOR		TEAM LEAD					
	VALUE STREAM CHAMPION		DATE OF EVENT					
MEMBER NAME SKILL / ROLE MEMBER NAME SKILL / ROLE	TEAM							
	MEMBER NAME	SKILL / ROLE	MEMBER NAME		SKILL / ROLE			
IMPROVEMENT	IMPROVEMENT							
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METRIC MEASURE - BEFORE AFTER - CHANGE		METRIC						
	A D D IT I O WALL D THE TOTAL OF							
ADDITIONAL BENEFITS	ADDITIONAL BENEFITS							

ADDITIONAL DOCUMENTATION charts / graphics / photos / etc. attached, placed, or links provided				
BEFORE	AFTER			