



Hospital/Department:

Team Members:

Sponsor:

Leader:

Buddy:

Members:

Title: *What change or improvement are you talking about?*----- **Plan** -----**Background**

- *What is the purpose, reason for choosing this issue?*
- *What specific performance measure need to be improve?*
- *What is the context of the situation for full understanding*
- *Importance of the problem*

Problem Statement and Effect of the problem**Current Situation : Where do things stand now ?**

- *What is the problem - gap in performance*
- *Show facts and processes visually using charts, graphs, VSM, etc.*
- *Break the problem into different parts.*

Target state : what specific outcome is required?

- *What specific improvement(s) in performance do you need to achieve?*
 - *show visually how much , by when and with what impact*
- *Measurable targets (quantity, time)*

Gap Analysis : why does the problem exist?

- *What condition are preventing you from achieving the goals?*
- *Why do they exist? What are their cause(s)?*
 - *use the simplest problem analysis tool to show the cause and effect down to root cause. (5 Why; Fishbone, Pareto chart etc.)*

----- **Do, Check, Act** -----**Kaizen / Countermeasures**

- *What options for addressing the gaps and improving performance in the current situation?*
- *Show how your proposed actions will address the specific causes of the gaps or constraints you identified in your analysis. The link should be clear and explicit*

Action Plan : How implement ? (4 W's , 1H)

- *Use Gantt chart (or similar diagram) to display actions, steps, outcomes, timeliness and roles.*

Effect Confirmation

- *What measurable results did the solution achieve? (or will be measured to verify effectiveness)?*
- *Who's responsible for ongoing measurement?*

Follow-up . How will you ensure on-going PDCA?

- *What processes will you use to enable, assure and sustain success?*

INSIGHTS**Action for Spread**

- *How will you share your learning s with others?*

What went well**What did not go well****What Helped****What Hindered**