

LEAN RAPID IMPROVEMENT (KAIZEN) EVENT REPORT FORM

Try Smartsheet for FREE

GENERAL INFO

EVENT NAME			
LOCATION		FACILITATOR	
EXECUTIVE SPONSOR		TEAM LEAD	
VALUE STREAM CHAMPION		DATE OF EVENT	

TEAM

MEMBER NAME	SKILL / ROLE	MEMBER NAME	SKILL / ROLE

IMPROVEMENT

EVENT PURPOSE / OBJECTIVES	KEY IMPROVEMENTS

MEASURABLE BENEFITS

METRIC	UNIT OF MEASURE	MEASUREMENT - BEFORE -	MEASUREMENT - AFTER -	PROJECTED CHANGE

ADDITIONAL BENEFITS

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

BEFORE	AFTER