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| **Define Phase** | **Background/Business Case** |
| Describe the context of the project. Explain its importance and why it is critical for the organization. |
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| **Current State** |
| Clearly define the problem, and describe the current process. |
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| **Measure Phase** | **Goals/Objectives** |
| Specify the desired outcomes and collect relevant data. Include measurable targets and baseline performance. |
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| **Analyze Phase** | **Root Cause Analysis** |
| Identify the root causes of the problem. Use tools like fishbone diagrams or 5 Whys. |
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| **Improve Phase** | **Improvement Plan** |
| Outline the proposed solutions. |
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| **Action Plan** |
| Provide a timeline and assign responsibilities for implementing improvements. |
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| **Control Phase** | **Follow-up Actions** |
| Describe how you will ensure the improvements are sustained. |
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