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| **Event Description/Type** [ ]  VSA [ ]  Project [ ]  Kaizen/RIE [ ]  JDI [ ]  DFSS

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| --- | --- | --- | --- | --- |
| **Date:** |  |  | **Revision** |  |
| **Project Name:** |  |
| **Project Sponsor:** |  |
| **Black Belt:** |  |
| **Master Black Belt:** |  |

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|  |
| **Business Impact** – *Defines the business impact of the project:** **Type 1 (Hard Savings)** –
* **Type 2 (Cost Avoidance)** –
* **Type 3 (Quality of Life)** –
 |
|  |
| **Opportunity or Problem Statement** *– Defines the opportunity or problem of the project:*  |
|  |
| **Goal Statement –** *Defines the goals of the project:*1. **Cost**:
2. **Schedule:**
3. **Performance:**
 |
|  |
| **Project Scope** – *Defines the process boundaries of the project:* **Start:** **Stop:** **In Scope:** **Out of Scope:**  |

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| **Project Plan** – *Defines the initial plan for completing the LSS DMAIC Project***Team Launch:**

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| --- | --- | --- | --- |
| **Tollgate** | **Scheduled** | **Revised** | **Complete** |
| **Define:** |  |  |  |
| **Measure:** |  |  |  |
| **Analyze:** |  |  |  |
| **Improve:** |  |  |  |
| **Control:** |  |  |  |

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|  |
| **Project Roles and Utilization –**

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| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Utilization** | **Start** | **End** |
| **Project Sponsor** |  | 1% |  |  |
| **LSSMBB** |  | 2% |  |  |
| **Process Owner** |  | 20% |  |  |
| **Black Belt Candidate** |  | 20% |  |  |
| **Team Process SMEs** |  | 20% |  |  |
| **Extended Team Process SME** |  | 5% |  |  |

**Blue = Yellow Belt Green = Green Belt Red = Black Belt Purple = Master Black Belt**  |
|  |
| **Approved By:**

|  |  |  |
| --- | --- | --- |
| **XXXXXXXXX****Project Sponsor** |  | **Date** |
|  |
| **XXXXXXXXX****Black Belt** |  | ***Date*** |
|  |
| **XXXXXXXXXX****Master Black Belt** |  | **Date** |

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