**Innovation Name:**

**Who’s Involved:**

**Start Date:**

**End Date:**

|  |
| --- |
| Why Change is Needed |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current State (CS) Costs | | Future State (FS) Costs |
| Sad, neutral, and happy face icons Qualitative  (Feelings) |  | |  |
| Dollar sign icon Money |  | |  |
| Red "X" icon Errors | Equity Errors:  Operational Errors: | | Equity Errors:  Operational Errors: |
| Numeric sign icon Amount |  | |  |
| Clock icon Time |  | |  |
| Yearly Cost (Annualized) |  | |  |
| Yearly Savings (CS Cost – FS Cost) | |  | |
| Yearly Savings to Customer (Value of Customers Time) | |  | |

|  |
| --- |
| Gap Analysis – What holds us back from our Future State? |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Checkmark icon | Waste Observed(Check All that Apply) | Checkmark icon | Waste Observed(Check All that Apply) |
|  | Defects |  | Transportation |
|  | Overproduction |  | Inventory |
|  | Waiting |  | Motion |
|  | Non-Utilized Talent/Things |  | Excessive Processing |

## Brainstorming

|  |  |  |
| --- | --- | --- |
| If we… | Then we… | Experiment Outcome |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Action Plan (What Did You Do?) 1-2 Sentences

|  |  |  |
| --- | --- | --- |
| Action Item | Assigned To | Due Date/Date Completed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Please Add Photos or Screenshots of What You Did |
|  |

|  |
| --- |
| Results (How is Everyone Better Off?): 1-2 Sentences |
|  |

## Results: Updated Metrics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Metric | Current State | Future State | 30 Day | 60 Day | 90 Day |
| Qualitative |  |  |  |  |  |
| Money |  |  |  |  |  |
| Errors |  |  |  |  |  |
| Amounts |  |  |  |  |  |
| Time |  |  |  |  |  |
| Yearly Cost |  |  |  |  |  |

## Lessons Learned

|  |  |
| --- | --- |
| What Went Well (+) | What Didn’t Go Well/Needs Changed (­) |
|  |  |

|  |
| --- |
| Additional Innovation Notes Here |
|  |