A3 Report

Title:

Date Started: **Current Date:**

Name and Agency:

Team Members:

Executive Sponsor:

LEANOhio

P1: Why Change is Needed

P2: Current State

P3: Goals/Targets

P4: Analysis

P5: Potential Solutions

D6: Action Plan

Action item	Assigned to	Due Date

C7: Improvement Metrics

	Current	Projected	Actual
# Process Steps			
# Decision Points			
# Defects			
# Handoffs			
Lead Time			
Cust Satisfaction			

C8: Check Results

A9: Follow-up Action