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|  | | A3 DMAIC Project Planning Template | |
| Project Title: | | Project Team: | |
| **1/. Define**  The define section should include;   * a summary of the current state (known current outcomes) * a summary of the desired future state (desired future outcomes) * a statement about how this project will benefit the organisation (Targets) and how the leadership techniques will enhance the outcomes of the project | | **3/. Analyse**  Identify any Gaps between desired (future state) performance and actual (current state) performance  Analyse causes and propose potential remedies  Propose and prioritise solutions | |
| **2/. Measure**  This section describes how you will measure project outcomes and how you will quantify the impact of using the leadership techniques  Provide a clear statement of what data will be gathered, by whom and how and where it will be presented.  Establish a baseline measurement of current performance  Estimate a Return on Investment (ROI) of the project and of the additional ROI gained by applying leadership techniques | | **4/. Improve**  List Who will do What and When | |
| **5/. Control**  Consider how to embed new practices that were successful and adjust systems and documentation accordingly | |
| Version: |  | | Date: |

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