Process Improvement Plan

Project Details

Project:

Project Sponsor:

Project Manager:

Start Date:

Completion Date:

Document Details

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| Version | Modifications | Author | Date |
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Introduction

This section should provide a brief description of the project, it should also describe how processes will be analysed and improved.

Process Boundaries

This section must identify and describe the process boundaries, ensuring the scope of the project is followed.

It may be presented in the following format:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Process:** |  | | | | | |
| **Process Owner:** | |  | **Start:** |  | **Completion:** |  |
| **Inputs** | | | **Outputs** | | **Data Required** | |
|  | | |  | |  | |
|  | | |  | |  | |
|  | | |  | |  | |
| **Comments** | | | | | | |
|  | | | | | | |
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Process Configuration

This section should include a graphic description of the processes. It may be presented in the following format.

Process Metrics

This section should describe the process metrics, including how the team will monitor and track the processes performances. It may be presented in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process:** |  | | | |
| **Metric** | | **Acceptable Mean Value** | **Upper Control Limit** | **Lower Control Limit** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

Targets for Improved Performance

This section should establish targets for the processes improved performance. It may be presented in the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process:** |  | | | | |
| **Metric** | | **Value (Current/Target)** | **Acceptable Mean Value** | **Upper Control Limit** | **Lower Control Limit** |
|  | | Current |  |  |  |
| Target |  |  |  |
|  | | Current |  |  |  |
| Target |  |  |  |