

<<Organisation Logo>>

<<Organisation Name>>

Lean Six Sigma Green Belt Project Template

How to use this template

This template is for the use of developing projects and project reports at GMHBA.

The template follows the Lean Six Sigma methodology and should fulfil the requirements of a Lean Six Sigma project if followed at Green Belt Level. The project report should meet the requirements for Lean Six Sigma Green Belt certification on the delivery of a project if followed.

All yellow highlighted text needs to be removed from the template and replaced with project data based on the requirement/s of each section. No yellow highlighted text unless intended by the project lead should be left in the final project report.

The opening header page (previous page to this) and this page should be removed from the final report upon submission of the project.

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Project Number

Place Project Number/Code Here

Project Name

Place Project Name Here

Project Lead

**Place the person and their role in charge of the
project here**

Acronyms

List all acronyms terms and definitions used in the project here

CODN – Cost of Doing Nothing

DMAIC – Define Measure Analyse Improve Control

ROI – Return on Investment

Project Introduction

Project Number: Place Project Number/Code Here

Project Name: Place Project Name Here

Project Lead: Place the person and their role in charge of the project here

Project Champion: Place Project Champion Name and role here

Project Sponsor: Place Project Sponsor Name and role here

Project Team:

List Project Team, their roles and project contribution here. Add team members to this list as they enter the project. Delete the highlighted statement before submitting the project.

Member	Role	Contribution

Project Start Date: Place Project Start Date Here

Proposed Project End Date: Place Proposed End Date of Project Here

Project End Date: Place Actual End Date of Project Here

Project Category: Place Category of Project Here – Either one or a combination of Cost Savings, Customer Satisfaction, Process Improvement, Efficiency Gain, Risk Reduction etc.

Project Background:

Write a short background on the project with relation to why it has been chosen as a project, any internal or external events that triggered the project, the problem it is potentially solving, how long the problem has existed, the potential

gains based on the improvement including financial, process, efficiency, cultural and administrative improvements.

Project Objectives:

List General Objectives of the project

List Measureable Objectives of the project

Project Goals:

List the Goals of the project. These may differ to the objectives as the objective may be to eradicate an issue but the goal of the project may be to improve key metrics within it or reduce the problem by a certain percentage given there may be multiple items that influence the outcome. This may be altered throughout the project dependent on the result of data collected.

Y=F(x)

In general terms what is it that is the problem (Y) and all the items that the project deems may affect it (X). This can be updated as the project progresses. Cross reference the items in the Y=F(x) with the items listed under the Project Target section.

Project Target:

List any Benchmarking relevant to the project

List each potential known measure of success for the project with its current state and target

This will be expanded in the Data Collection Plan

Measure – List type of measure – is it sales, process efficiency, defects etc.

Current State – the current level of the measure. If it is not measured then it is by default zero

Benchmark – any known benchmark for the measure

Crit – Is it a Y or an X in the $y=f(x)$ project equation

Target – Chosen target by the project for the measure

Notes – Any relevant notes

Measure	Current State	Benchmark	Measure Type	Crit	Target	Notes

Data Register

Make a statement where both soft and hard data will be stored for the duration of the project

Master Black Belt Meetings Register

Fill in the Master Black Belt Meeting Register with outcomes and actions of all meetings

Date	Description	Outcomes	Actions

Project Meetings

Fill in the Project Meeting Register with outcomes and actions of all meetings

Date	Present	Description	Outcomes	Actions

Issues Register

List all issues in the project and their resolution as they arise and as they are solved

Date	Issue	Resolution	Date Resolved
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