Lean event submission form

# event overview

Provide a brief description of the process you are recommending for an improvement event. Please include information about any internal or external partners involved, as well as whether or not you’ve discussed this opportunity with them.

# The WhY

What is your problem statement? What issue(s) are you trying to solve and who would benefit from the improvement?

# The METRICS

Provide any data you have that speaks to the issues with the process. You can look to existing Agency performance measures or new information (EX: #days to complete the process) for this.

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| --- | --- |
| Metric | Baseline |
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# External Factors

Are there any external expectations (ex: state mandates, performance audit findings) that the process is not meeting? Are there any

# Project sponsors

Who is the Executive Sponsor of this event? This should be someone with the authority to remove obstacles to implementation and play a supportive role before/during/after the event. Who is the Implementation Manager – also known as the person responsible for convening the group regularly and ensuring that action items are completed?