**Microsoft Word A3 Kaizen Report Template**

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| --- | --- |
| Title |  |
| Process / Project |  |
| Start Date | MM/DD/YY | End Date | MM/DD/YY |
| Team Members |  |
| Problem Statement |
| Description |
| Actions Taken / Implemented Solution |
|  |
| Previous State Analysis (Initial State) |
|  |
| Current State Analysis (Improved State) |
|  |
| Benefit Types | **X** | PRODUCTIVITY |  | EXPENSE | **X** | QUALITY |  | DELIVERY |  | SAFETY |  | MORALE |  | SUSTAINABILITY |  | CLIENT SATISFACTION |  | OTHER |
|  |
| Benefit Explanation / Outcome Details |
|  |
| Notes on Standardization |
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