**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12133&utm_source=template-word&utm_medium=content&utm_campaign=A3+Kaizen+Report-word-12133&lpa=A3+Kaizen+Report+word+12133)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 | | | | | | | | | | | | | | | | | | | | | |
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| Previous State Analysis (Initial State) | | | | | | | | | | | | | | | | | | | | | |
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| Current State Analysis (Improved State) | | | | | | | | | | | | | | | | | | | | | |
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| Benefit Types | **X** | PRODUCTIVITY | |  | EXPENSE | **X** | QUALITY |  | DELIVERY |  | | SAFETY |  | MORALE |  | SUSTAINABILITY | |  | CLIENT SATISFACTION |  | OTHER |
|  | | | | | | | | | | | | | | | | | | | | | |
| Benefit Explanation / Outcome Details | | | | | | | | | | | | | | | | | | | | | |
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| Notes on Standardization | | | | | | | | | | | | | | | | | | | | | |
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