

# LEAN RAPID IMPROVEMENT (KAIZEN) EVENT REPORT FORM



GENERAL INFO				
EVENT NAME				
LOCATION		FACILITATOR		
EXECUTIVE SPONSOR		TEAM LEAD		
VALUE STREAM CHAMPION		DATE OF EVENT		
TEAM				
MEMBER NAME	SKILL / ROLE	MEMBER NAME	SKILL / ROLE	
IMPROVEMENT				
EVENT PURPOSE / OBJECTIVES		KEY IMPROVEMENTS		
MEASURABLE BENEFITS				
METRIC	UNIT OF MEASURE	MEASUREMENT - BEFORE -	MEASUREMENT - AFTER -	PROJECTED CHANGE
ADDITIONAL BENEFITS				

**ADDITIONAL DOCUMENTATION** charts / graphics / photos / etc. attached, placed, or links provided

BEFORE	AFTER