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|  | A3 DMAIC Project Planning Template |
| Project Title:  | Project Team:  |
| **1/. Define**The define section should include;* a summary of the current state (known current outcomes)
* a summary of the desired future state (desired future outcomes)
* a statement about how this project will benefit the organisation (Targets) and how the leadership techniques will enhance the outcomes of the project
 | **3/. Analyse**Identify any Gaps between desired (future state) performance and actual (current state) performanceAnalyse causes and propose potential remediesPropose and prioritise solutions |
| **2/. Measure**This section describes how you will measure project outcomes and how you will quantify the impact of using the leadership techniquesProvide a clear statement of what data will be gathered, by whom and how and where it will be presented.Establish a baseline measurement of current performanceEstimate a Return on Investment (ROI) of the project and of the additional ROI gained by applying leadership techniques | **4/. Improve**List Who will do What and When |
| **5/. Control**Consider how to embed new practices that were successful and adjust systems and documentation accordingly |
| Version: |  | Date: |

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