

A3: Continuous Process Improvement Tool

<p>Theme and Background Define the process needing improvement:</p>	<p>Target Condition How can the process be improved?</p>
<p>Current Condition Observe and describe current process:</p>	<p>Implementation Plan What are the steps that need to be done?</p> <p>When do these steps need to be completed?</p> <p>Who is responsible for each step?</p>
<p>Root Cause Analysis What are the 5 whys?</p>	<p>Follow-up Plan How will results be measured?</p>