

## Kaizen Event Planning Workbook

### Section 1: Event Charter

Event Title:

Event Date(s):

Team Members:

Event Scope/Purpose:

Goals/Objectives:

Expected Outcomes/Benefits:

Out of Scope:

### Section 2: Process Mapping

Current State Process Map: (Draw or attach a visual representation of the current process)

Key Process Steps:

\* \* \* \* \* (Add more steps as needed)

Areas for Improvement (Identified During Mapping):

### Section 3: Root Cause Analysis

Problem Statement:

5 Whys Analysis:

\* Why?

\* Why?

\* Why?

\* Why?

\* Why?

Fishbone Diagram: (Draw or attach a fishbone diagram with categories like People, Process, Materials, Equipment, Environment)

Root Causes Identified:

### Section 4: Action Plan

Action Item Table:

| Action Item | Responsible Person | Due Date | Resources Needed | Status |

|---|---|---|---|---|


Implementation Plan:

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Section 5: Follow-Up and Sustainment

Follow-Up Meeting Date(s):

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Metrics for Success:

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Sustainment Plan:

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Lessons Learned:

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