

Title:	Fresh Eyes:	Subject Expert(s):	Start Date:
Owner:	Team:		Revision Date:
Coach:			Revision #:

CURRENT STATE

Problem/Issue

Background

Current Conditions

Problem Analysis

FUTURE STATE

Goals/Targets

Target Condition

PLAN

Recommended Actions

Implementation Plan

DO

Follow Up

CHECK / ACT

Stakeholder Signatures:

Title: What are you talking about?	Fresh Eyes:	Subject Expert(s):	Start Date: When did you start?
Owner:	Team:		Revision Date: Latest Draft
Coach:			Revision #: How many?

CURRENT STATE

Problem/Issue

WHAT problem are you trying to solve or analyze?

Background

WHY are you talking about it?
WHAT is the business case?
Be very concise - communicate WHY you are addressing this issue.

Current Conditions

WHAT is going on?
Use facts, dates, etc
Be visual - use Pareto charts, process maps, sketch pictures
Make the problem clear

Problem Analysis

Use the simplest problem analysis tool that will suffice to find the root cause of the problem
Five whys, Fishbone diagram, tools from Six Sigma or other tool of your choice

FUTURE STATE

Goals/Targets

State the specific target(s)
State in measurable or identifiable terms

Target Condition

What should the future look like
Be visual - use process maps, sketch pictures
Indicate proposed changes

Recommended Actions

List your proposed changes or countermeasures to the problem

Implementation Plan

Who, what, when, where
Gantt chart?

Follow Up

Check results
Make adjustments if necessary
Standardize to insure continued results

PLAN

DO

CHECK / ACT

Stakeholder
Signatures: