

Personal Information

Name: <first name, last name>

Address: <street, city, province/state, country, zip/postal code>

Phone:

Email:

Certification Goal: *Are you in the Green or Black Belt program?*

Project Information

Project Title:

Date Started:

Date Completed:

Company Name:

Company Address: <street, city, province/state, country, zip/postal code>

Project Sponsor/Champion:

Phone:

Email:

Executive Summary: Six Sigma Project

The executive summary should be ½ - 1 page in length and provide a concise and accurate account of the project, including:

- *Problem statement*
- *Project scope*
- *Major project phase (DMAIC) milestones and key learning*
- *Conclusions*
- *Project recommendations*
- *Actions Taken*
- *Benefits realized may include*
 - *Process capability*
 - *Financial benefits*
 - *Other benefits*

Lean Six Sigma Project

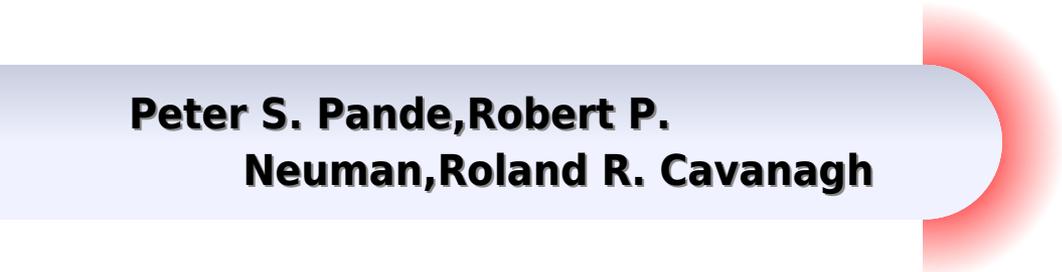
Important: The detailed project report should be organized by project phase (D-M-A-I-C), and provide sufficient detail, along with supporting data and tools used.

DEFINE PHASE

Note: Use only those tools and processes that apply to your individual project.

Six Sigma Project Report

**Peter S. Pande, Robert P.
Neuman, Roland R. Cavanagh**



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