



# Improvement Worksheet

Company Name:  
Improvement:

Date:  
Version:



BASED ON WORK DONE BY RALLY SOFTWARE

## BACKGROUND

Why does it matter that this problem be solved or improvement made?

## CURRENT CONDITIONS

Describe the current situation, by including facts, data, figures, pictures, etc that demonstrate you've experienced the situation first hand.

## GOALS AND TARGETS

What is the desired future state? Describe what will improve, be specific.

## ROOT CAUSE & ANALYSIS

What obstacles are preventing you from achieving your goal? What are the causes of those obstacles? Why do those obstacles exist? What cause-and-effect relationships indicate those obstacles are preventing you from achieving your goals?

## IMPROVEMENT RECOMMENDATIONS

What will circumvent the obstacles between you and your goals? Consider many options and rank them by viability, feasibility, desirability and sustainability. Show how addressing the root causes of the obstacles will lead to achieving your goals.

## ACTIONS

What sequence of major actions will accomplish your improvement?

## UNRESOLVED ISSUES

What further learnings are necessary to gain before you can make this improvement?

## RISKS AND DEPENDENCIES

What things may prevent you from making this improvement?