

A3 Kaizen Report Template



Title											
Process / Project											
Start Date						End Date					
Team Members											
Problem Statement											
Actions Taken / Implemented Solution											
Previous State Analysis (Initial State)											
Current State Analysis (Improved State)											
Benefit Types	PRODUCTIVITY	EXPENSE	QUALITY	DELIVERY	SAFETY	MORALE	SUSTAINABILITY	CLIENT SATISFACTION	OTHER		
Benefit Explanation / Outcome Details											
Notes on Standardization											

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