

Lean Six Sigma Project Executive Summary Worksheet

Instructions: Use this worksheet to develop a brief, high-level summary of your Lean Six Sigma project. This summary should communicate the project's purpose, approach, key findings, and results to leadership or other stakeholders.

Section		Guiding Questions
Project Title		What is the name of the project?
Problem Statement		What specific issue or performance gap did you set out to improve?
Goal Statement		What was the measurable objective or target of the project?
Project Scope		What areas were included/excluded in the project?
	Included	
	Excluded	
Team Members / Roles		Who was on the team and what were their roles?
	Member 1	
	Member 2	
	Member 3	
	Member 4	

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	Member 5	
Timeline		When did the project start and end?
	Start	
	End	
DMAIC Phases Completed		Briefly summarize what was done in each phase (Define, Measure, Analyze, etc.)
	Define	
	Measure	
	Analyze	
	Improve	
	Control	
Key Findings / Root Causes		What did you discover as the true causes of the problem?
Solutions Implemented		What improvements were made, and how were they tested or piloted?
Results / Benefits		What measurable results did you achieve? (e.g., time saved, cost reduced, defects cut)

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Sustainment Plan	What controls were put in place to maintain the improvement?
Next Steps / Recommendations	Are there further improvements or actions needed?