TITLE:_____

Date Started:_____**Current Date:**_____

Team:_____

Executive Sponsor: **Process Owner:**

1. Reason for Action	4. Gap Analysis	7. Completion Plans
Why are we doing this? What is the burning platform? What is the chief complaint?	What is holding us back from achieving the Target State? What are the root causes of these road blocks?	Is Completion Plan in place with names, dates, & outcomes? Is Completion Plan on track?
2. Initial State	**5. Solution Approach**	**8. Confirmed State**
Describe attributes of the initial state – Quantitative & Qualitative Graphically present picture of Initial State	Does solution approach link well with the root cause identified in the Gap Analysis? Does the Solution Approach express the *hypothesis* to be validated or adjusted through Rapid Experiments?	Are Confirmed State metrics in place and do they validate the target state? Does confirmed state show "what good looks like" in a way that cannot be misunderstood?
3. Target State	**6. Rapid Experiments**	**9. Insights**
Describe attributes of the target state – Quantitative & Qualitative Graphically present picture of Target State Are metrics defined and achievable?	Test your hypothesis from the solution approach. Run the tests of change! Are rapid experiments achieving the desired results and learning?	Document key lessons and indentify future opportunities