Project Name

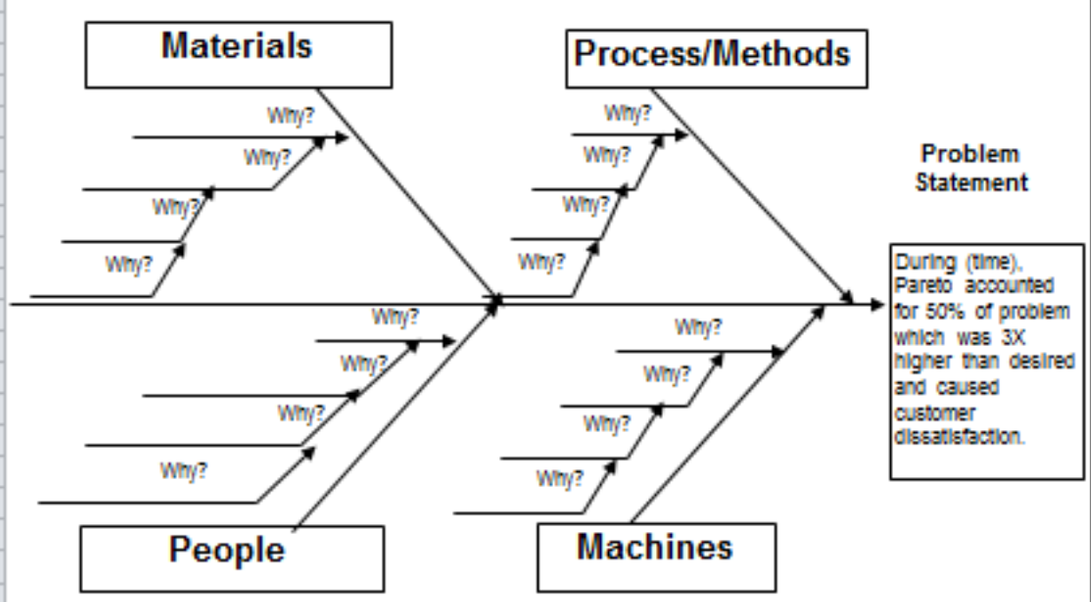
Team:		Start Date:	
Team Leader:		Consultant:	

PROBLEM/NEED

BACKGROUND

CURRENT SITUATION

ROOT CAUSES



TARGETS (Desired Situation)

PLAN

DO

Action	Who	When

CHECK

Target	Results	Eval

ACT

Future Action	Who	When

REFLECTIONS