**SCOPE**

The breadth, or area to examine and improve. Frames the beginning and end of process to be examined. For example:

*This event will address the process beginning with the process step of \_\_\_\_\_\_\_\_\_to the final process step of \_\_\_\_\_\_\_\_\_\_\_\_.*

**OBJECTIVES** *(What the team wants to accomplish during event)*

A more narrowed focus of the intent of the scope.

### GOALS *(measurable)*

Specific numbers or percentages

For example:

1. Reduce lead-time by XX%, from \_\_\_ to \_\_\_.

## PARTICIPANTS

Sponsor Name, Title

Facilitator Facilitator Name

Team leader Team Leader Name, Agency, bureau

Sub-team leader Sub-team leader Name, Agency bureau

Members Name, Agency, bureau

 Name, Agency, bureau

 Name, Agency, bureau

 Name, Company Name

**PRE-WORK**

1. Example, Determine average lead time
2. Example, Baseline performance
3. Example, relevant instructions for process

**NON-NEGOTIABLES**

**FOLLOW UP DATES**

Month, day, year – 30 day

Month, day, year – 60 day

Month, day, year – 90 day

Month, day, year – 6 month

Month, day, year – 1 year