

OPPORTUNITY WORKSHEET

OPPORTUNITY TITLE:				
	START DATE:		EST. END DATE:	
NEED IDENTIFICATION & OPPORTUNITY DESCRIPTION:				
	TEAM MEMBERS:			
IDENTIFY GOAL:	KEY METRICS			
	BASELINE:		GROWTH GOAL:	
	BASELINE:		GROWTH GOAL:	
DESCRIBE CURRENT PROCESS:				
	BASELINE:		GROWTH GOAL:	
ROOT CAUSE ANALYSIS	COUNTERMEASURES			
DESCRIBE PROBLEMS:	DESCRIBE SOLUTIONS:			
DESCRIBE ROADBLOCKS:	ROADBLOCK SOLUTIONS:			
5 WHAT'S	WHAT CAUSES THIS TO OCCUR?	5 WHAT'S COUNTERMEASURES		
WHAT 1:		COUNTERMEASURE 1:		
WHAT 2:		COUNTERMEASURE 2:		
WHAT 3:		COUNTERMEASURE 3:		
WHAT 4:		COUNTERMEASURE 4:		
WHAT 5:		COUNTERMEASURE 5:		
IMPLEMENTATION PLAN	OWNER	ROADBLOCK SOLUTIONS:	DUE DATES	
COUNTERMEASURE 1:				
COUNTERMEASURE 2:				
COUNTERMEASURE 3:				
COUNTERMEASURE 4:				
COUNTERMEASURE 5:				

OPPORTUNITY TITLE:					
FOLLOW-UP PLAN		ROADBLOCK SOLUTIONS:			
	OWNER	CHECK-IN DATE(S)	SUPPORT TEAM		
COUNTERMEASURE 1:					
COUNTERMEASURE 2:					
COUNTERMEASURE 3:					
COUNTERMEASURE 4:					
COUNTERMEASURE 5:					
COMMUNICATION PLAN	OWNER	ROADBLOCK SOLUTIONS:	COMMUNICATION DATES/TYPE		
COUNTERMEASURE 1:					
COUNTERMEASURE 2:					
COUNTERMEASURE 3:					
COUNTERMEASURE 4:					
COUNTERMEASURE 5:					
IMPLEMENT & OBSERVE	DATE IMPLEMENTED/DATE OBSERVATION(S) DUE	OBSERVATIONS	OBSERVATIONS		
COUNTERMEASURE 1:		COUNTERMEASURE 1:			
COUNTERMEASURE 2:		COUNTERMEASURE 2:			
COUNTERMEASURE 3:		COUNTERMEASURE 3:			
COUNTERMEASURE 4:		COUNTERMEASURE 4:			
COUNTERMEASURE 5:		COUNTERMEASURE 5:			
EVALUATE/ADJUST/REPEAT	PROJECT COMPLETED/DATE EVALUATED	STARTING/FINISHING METRICS	IS PROCESS ADJUSTMENT NEEDED?	DESCRIBE ADJUSTMENTS	ADJUSTMENT START DATE
COUNTERMEASURE 1:		COUNTERMEASURE 1:			
COUNTERMEASURE 2:		COUNTERMEASURE 2:			
COUNTERMEASURE 3:		COUNTERMEASURE 3:			
COUNTERMEASURE 4:		COUNTERMEASURE 4:			
COUNTERMEASURE 5:		COUNTERMEASURE 5:			