**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