**Kaizen Event Charter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Value Stream** |  | **Dates** |  |
| **Event Name** |  | **Start and End Times** |  |
| **Value Stream Champion** |  | **Location** |  |
| **Facilitator** |  | **Event Coordinator** |  |

**Problem Statement:**

**SIPOC (Insert Picture or Diagram Here):**

**Current Process (Insert Picture or Diagram Here):**

**Current Estimate of Total Lead Time:**

**Current Estimate of Value Added Time:**

**Current Estimate of Cost of the process:**

|  |  |
| --- | --- |
| **No** | **Event Drivers and Current State issues** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

|  |  |
| --- | --- |
| **No** | **Event Goals and Objectives / Potential Benefits** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

|  |  |
| --- | --- |
| **No** | **Potential Deliverables** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

|  |  |
| --- | --- |
| **No** | **Possible Obstacles** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

**Team Members**

|  |  |  |
| --- | --- | --- |
| **No** | **Function** | **Name** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |

**Estimated costs of conducting the Kaizen event:**

**Approvals for this Kaizen event:**

**Facilitator:**

**(Place a signature block here)**

**Executive Sponsor:**

**(Place a signature block here)**