



[Belt Project Name]

[Level of] belt: [Name of Project leader]

Master Black Belt:

ABI internal coach:

Date: [date] [Month] [Year]

Note: name this file: [Year]_[Month]_[Date]_Last name of project leader V [version #]

[Project name] Executive Summary

[project headline, 5 words to summarize the project goal]

- 3 to 4 bullets that summarize the business case, underline key points
- Example 1: Maintenance for part x requires y hrs of downtime costing the company Z in lost production

Timeline

<u>Date</u>	<u>Milestone</u>
XXX	XXXXXX
XXX	XXXXXX

Benefits

	[Yr 1]	[Yr 2]	[Yr 3]
Cost savings:			
XXXX	xx	xx	xx
Project Costs:			
XXXX	xx	xx	xx
Cost avoidance:			
XXXX	xx	xx	xx

Qualitative Benefits:

-
-
-

[Project Name] Charter

[project lead]

Business Case

Problem Statement:

Project Scope:

In Scope:

Out of Scope:

Measurements

Defect Definition: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

	Before:	After:
XXXXX	Xx	Xx

Timeline

<u>Date</u>	<u>Milestone</u>
XXX	XXXXXX
XXX	XXXXXX

Project Opportunity

	Before:	After:
Current Scope:		
Cost of Process	Xx	Xx
Translation Opportunity:		
Cost of Process	Xx	Xx

If this project was implemented across the company in like areas (ex. Similar machines, similar processes for sales) What would the benefit be

[Project Name] Team

[project lead]

Steering Committee]

Name
Project Champion

Name
[Position]

Name
[Position]

Name
[Position]

Name
Project Leader

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Name
Master Black belt

Name
Finance
Representative

Core Team

As Needed Support/
Functional Experts

[Project Name] Plan

[project lead]

#	Topic	Responsible	Status	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
A "Plan A" - Analyse Profit Impact SPG Production Canada 2009 - 2011																				
1	Calculation Profit Gap - Identification of Objective	MS, TH	done			■														
2	To distribute briefing/communication plan to all team members	TH	done				■													
3	Internal Alignment on information base, objective, project approach and first action points	CH, TH	done					■												
4	Identificaton of (alternative) brewing Location	CH, TH	done						■											
5	Identification of fix costs production Canada (kegs, Mold ...)	CH, AO	done									■								
6	Calculation of TFP per pick up location (direct vs both warehouses) and comparison analysis to base	AO, CH, TH, PWW	done								■					■				
7	Analysis of profit impact US-\$ vs Can-\$ vs Eur	MF	done									■								
8	Calculation of FOB cost 2008	MF	done										■							
9	Analysis of transport costs Crown side a) 2008 (base) b) 2009 (Canada per pick up location)	SW, AA, CH	done											■		■				
10	Calculation of transport cost savings	SW, TH	done															■	■	
B "Plan B" - Analyse Profit Impact Profit Generation Project																				
1	Calculation Profit Gap - Identification of Objective																			
2	Alignment on "Plan B" requirement and expectation																			
3	To analyse price increase (modest and aggressive scenario)																			
4	To analyse volume impact and development																			
5	To analyse possible marketing cost savings																			
6	To calculate profit implication for both																			
C Consumer Research																				
1	To prepare agency briefing	PV, TW	done																	
2	To review and approve and agency briefing	InBev Marketing	done																	
3	To run market research	ABM	done																	
4	To analyse and present result market research	ABM	done																	
D Alignment Crown/InBev																				
1	Alignment on implication market research		done																	
2	Alignment on profit calculation result and allocation (Plan A and Plan B)		done																	
3	Alignment on next steps		done																	
4	Alignment on AOP 2009		done																	
E EBM Presentation and Project approval																				
		EBM, TH	done																	■
F Packing Development (yet not specified)																				
		Crpwn, InBev	pending																	
G Technical and Quality Aspects																				
		CH, AO, PWW	pending																	

Insert Specific Project Time line

[Project Name] Communication Plan

[project lead]

Communication to:	Method (Meeting, Phone call)	Frequency	Team Member who is Responsible for the action

[Project Name] SIPOC

[project lead]

Supplier	Input	Process	Output	Customer

[Project Name] High-level Pareto Chart

[project lead]

[Project Name] Data Collection Plan

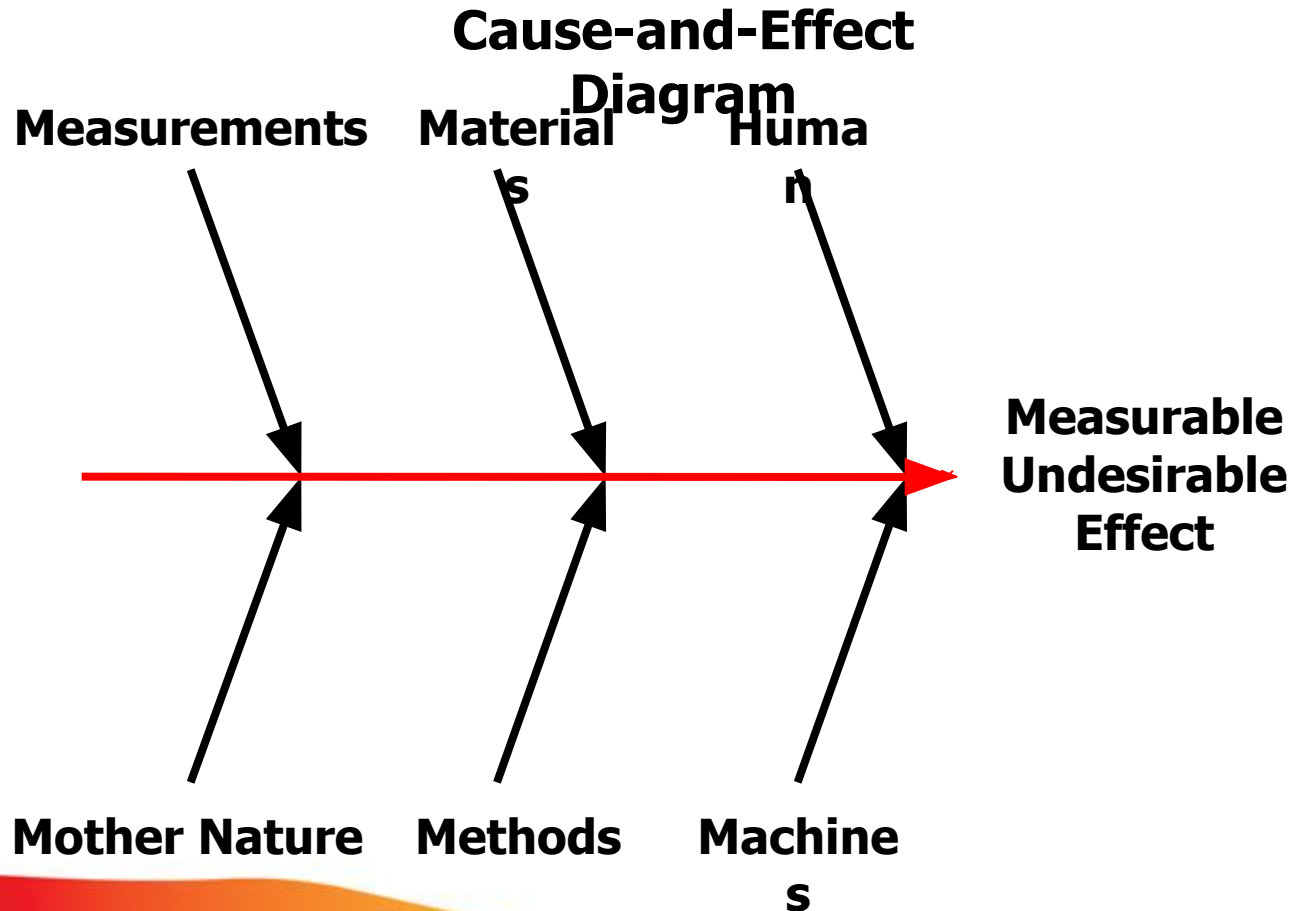
[project lead]

Data Collection Goal:

Operational Definitions:

Data Collection Plan:
(Detail the Who, What, When, and How)

Insert Minitab Cause-and-Effect Diagram



[Project Name] Process Analysis

[project lead]

Insert additional process Analysis tools

[Project Name] Action Plan

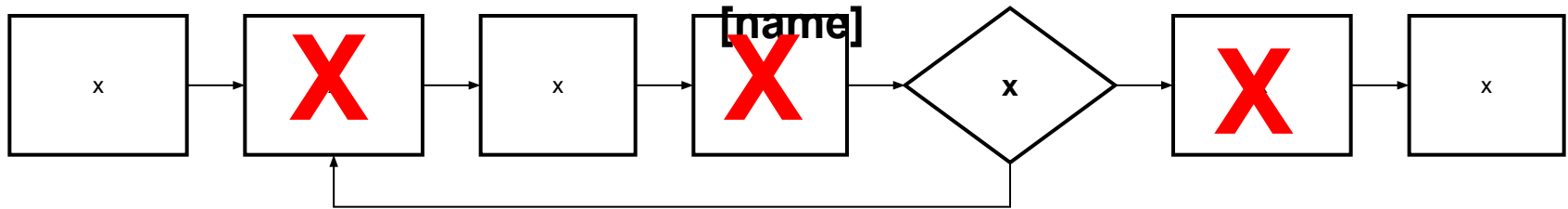
[project lead]

#	Date \	Topic (ROOT CAUSE)	Action (WHAT)	Comments (HOW)	Accountability (WHO)	Begin Date (WHEN)	End Date (WHEN)
1							
2							
3							

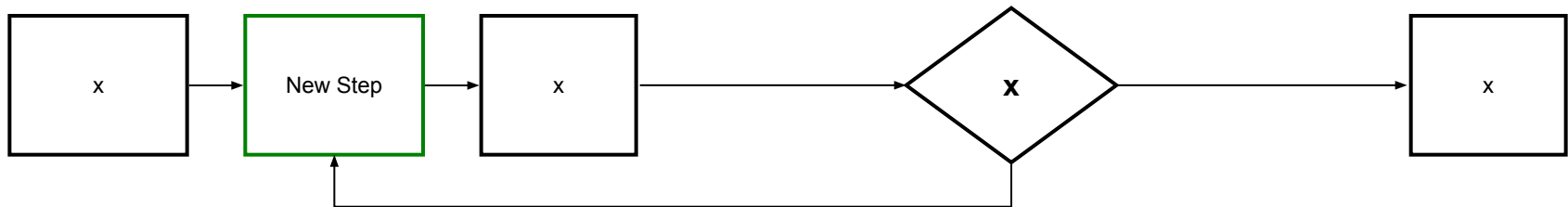
[Project Name] Process Changes

[project lead]

As is Process



"To Be" Process [name]



If applicable detail any process changes

Key Findings From Define Phase:

- 4 – 5 bullets summarizing findings
-
-
-
-
-

Timeline for Measure Phase:

<u>Date</u>	<u>Milestone</u>
XXX	XXXXXX
XXX	XXXXXX

Measure Proposal

- 4- 5 bullets documenting plans for Measure phase
-
-
-
-
-

Benefits

Revisit, mark adjustments

	[Yr 1]	[Yr 2]	[Yr 3]
Cost savings:			
XXXX	xx	xx	xx
Project Costs:			
XXXX	xx	xx	xx
Cost avoidance:			
XXXX	xx	xx	xx

Qualitative Benefits:

-
-
-

1 page to summary of define phase, to be used in the project tollgate to move to Measure Phase.

Include plans for testing plans, include key learnings and plans for the next phase of the project

[Project Name] Project Status Update

[project lead]

Key Actions: Last 7 days



-
-
-
-
-
-
-

Planned Actions: Next 7 Days

-
-
-
-
-
-
-

Project Risks:

This area is only for high impact risks where you need additional support

	Risk	Impact	Action Plan	Responsibility
1				
2				
3				

Low Risk 




 High Risk 

 High Impact

[Project Name] Measure Summary

[project lead]

Create a summary of the actions taken

[Project Name] Measure Tollgate

[project lead]

Key Learnings from Measure:

(insert Minitab)

Proposal for Analyze Phase:

-
-
-
-
-
-

Proposed Process Changes:

Detail any process changes, or impact to the current process

-
-
-
-
-

Timeline for Analyze Phase:

-
-
-
-
-

1 page to summary of Measure phase, to be used in the project tollgate to move to Analyze Phase.

Include Plans for implementation of standard operating procedures, incorporation into existing excellence programs, updated training documents, etc

[Project Name] Analyze Tollgate

[project lead]

Key Learnings from Analyze:

(insert Minitab)

Proposal for Improve Phase:

-
-
-
-
-
-

Proposed Process Changes:

Detail any process changes, or impact to the current process

-
-
-
-
-

Timeline for Improve Phase:

-
-
-
-
-

1 page to summary of Analyze phase, to be used in the project tollgate to move to Improve Phase.

Include Plans for implementation of standard operating procedures, incorporation into existing excellence programs, updated training documents, etc

[Project Name] Improve Tollgate

[project lead]

Key Learnings from Improve:

(insert Minitab)

Proposal for Control Phase:

-
-
-
-
-
-

Proposed Process Changes:

Detail any process changes, or impact to the current process

-
-
-
-
-

Timeline for Control Phase:

-
-
-
-
-

1 page to summary of Improve phase, to be used in the project tollgate to move to Control Phase.

Include Plans for implementation of standard operating procedures, incorporation into existing excellence programs, updated training documents, etc

Show proof of process control through control charts

[Project Name] Control Plan Tollgate

[project lead]

Revision Number	1.0
Date	

Facility _____
 Location _____

Critical to Quality Characteristic	Sig. Char. #	Significant Characteristic Description	Chart Type	Chart Champion	Chart Location	Measurement Method	Measurement Study	Reaction Plan	Gage Number/ID	Sampling Plan	Process Stability	Process Capability
A	A-1 A-2											
B	B-1 B-2											

Transition Plan
Detail how this can be transitioned to other areas

Benefits/Risks of Transition	
Benefits	Risks

Template extracted from M oresteam.com. All Rights R eserved.

[Project Name] Control Tollgate

[project lead]

Evidence of Control:

Evidence of control
(insert Minitab control chart)

Control Plan Actions:

- Update to Standard Operating Procedure
- Training document update
- Incorporate into VOP, WCCP program
-
-
-
-

Key Process Changes:

Detail any process changes, or impact to the current process

-
-
-
-
-

Timeline for Implementation:

-
-
-
-
-

1 page to summary of Check phase, to be used in the project tollgate to move to "act" Phase.

Include Plans for implementation of standard operating procedures, incorporation into existing excellence programs, updated training documents, etc

[Project name] Conclusion

[project headline, 5 words to summarize the project goal]

- 3 to 4 bullets that summarize action taken & Problem Solved
-

Timeline

<u>Date</u>	<u>Milestone</u>
XXX	XXXXXX
XXX	XXXXXX

Benefits

	[Yr 1]	[Yr 2]	[Yr 3]
Cost savings:			
XXXX	xx	xx	xx
Project Costs:			
XXXX	xx	xx	xx
Cost avoidance:			
XXXX	xx	xx	xx

- Qualitative Benefits:
- -
 -

[Project Name] Sign off [project lead]

Steering Committee]

Name
Project Champion

Name
position

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
position

Name
position

Name
position

Name
Master Black belt

Name
Finance
Representative

Core Team

As Needed Support/
Functional experts