[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 <u>costing the company Z in lost production</u>

Timeline

Date	Milestone
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: xxxxxxxxxxxxxxxxxxxxxxxx

	Before:	After:
XXXXX	**Xx**	**Xx**

Timeline

Date	Milestone
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	**Name**	**Name**	**Name**
Project Champion	[Position]	[Position]	[Position]

Name
Project Leader

Function name	**Function name**	**Function name**	**Function name**	**Function name**	**Function name**
Name position	**Name** position	**Name** position	**Name** position	**Name** position	**Name** position
Name position	**Name** position	**Name** position	**Name** position	**Name** position	**Name** position
Name position	**Name** position	**Name** position	**Name** position	**Name** position	**Name** position

Name
Master Black belt

Name
Finance Representative

Core Team

As Needed Support/ Functional Experts

#	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, PW	done													23.7				
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													21.7				
10	Calculation of transport cost savings	SW, TH	done																	
B	"Plan B" - Analyse Profit Impact Profit Generation Projec																			
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, PW	pending																	

Insert Specific Project Time line

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

Supplier	Input	Process	Output	Customer

©Anheuser-Busch InBev

[Project Name] High-level Pareto Chart
[project lead]

Data Collection Goal:

Operational Definitions:

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

AB InBev

FMEA Title/Item: _____

Prepared By: _____

Process Responsibility:

FMEA Date (Orig) _____ (Rev)

Core Team _____

Page __ of __

Process Function / Requirements	Potential Failure Mode	Potential Effect(s) of Failure	A) SEVERITY Rate 1-10 10=Most Severe	Class	Potential Cause(s) / Mechanism (s) of Failure	B) OCCURRENCE Probability Rate 1-10 10=Highest Probability	Current Process Controls Prevention	Current Process Controls Detection	C) DETECTION Probability Rate 1-10 10=Lowest Probability	RISK PRIORITY NUMBER RPN AxBxC	Recommended Action(s) (Complete after Imprvements have been	Responsibility and Target Completion Date	Action Results Actions Taken	Sev	Occ	Det	RPN
										0							0
										0							0
										0							0
										0							0
										0							0
										0							0
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										0							0
										0							0
										0							0
										0							0
										0							0

Insert Minitab Cause-and-Effect Diagram

Cause-and-Effect Diagram

Measurements   Materials   Human

Measurable Undesirable Effect

Mother Nature   Methods   Machines
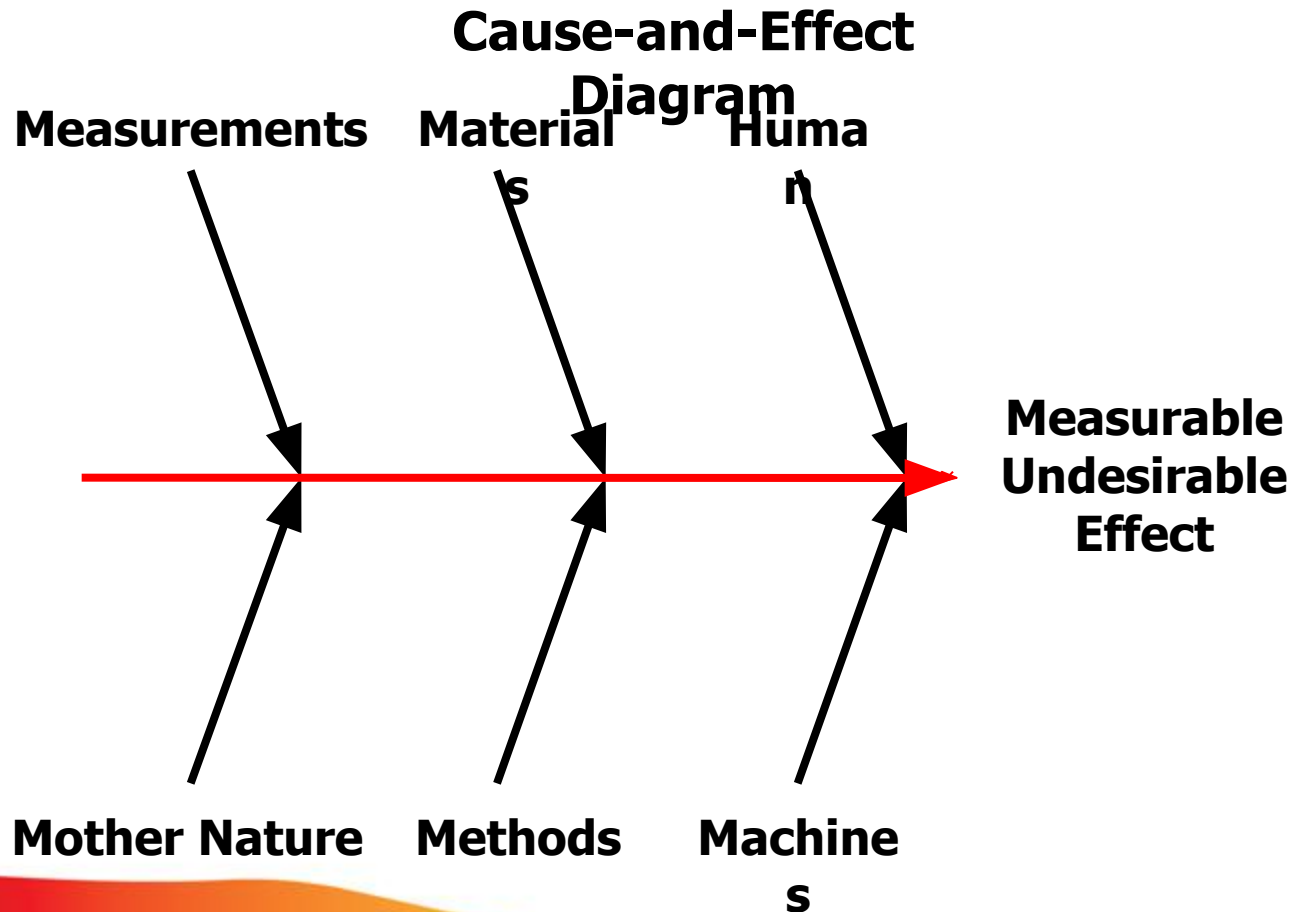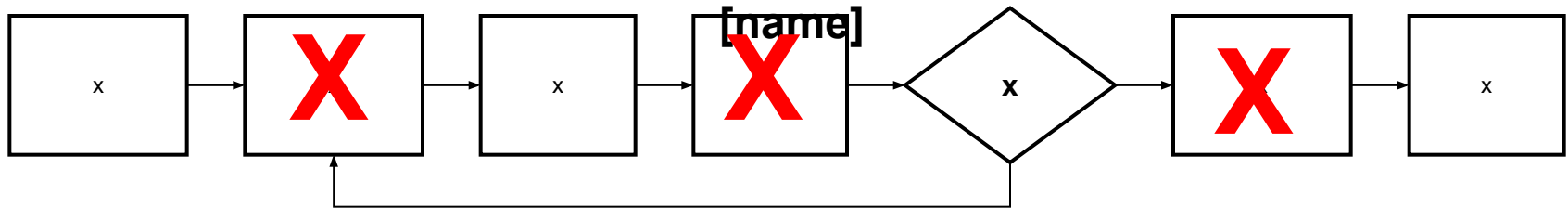
Insert additional process Analysis tools

[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							

As is Process [name]

"To Be" Process [name]

If applicable detail any process changes

Define Tollgate
[project lead]

Key Findings From Define Phase:

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

Measure Proposal

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

Timeline for Measure Phase:

Date	**Milestone**
XXX	XXXXXX
XXX	XXXXXX

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

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 / Low Impact ⟶ High Risk / High Impact

Create a summary of the actions taken

Key Learnings from Measure:

(insert Minitab)

Proposal for Analyize 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

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

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

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[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 headline, 5 words to summarize the project goal]

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

Timeline

Date   **Milestone**

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	Name	Name	Name
Project Champion	position	position	position

Name
position

Function name

Name
position

Name
position

Name
position

Function name

Name
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Function name

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Function name

Name
position

Name
position

Name
position

Name
Master Black belt

Name
Finance Representative

Core Team

As Needed Support/ Functional experts