

# Continuous Improvement Action Plan

Project/Process/Area:

Date:

Action Plan Owner:

Team/Department:

## 1. Problem Statement

Describe the current problem or area for improvement...

## 2. Root Cause Analysis

Describe the root cause(s) identified...

## 3. Action Steps

Action Description	Responsible Person	Due Date	Status

## 4. Success Measures

Define how you will measure success...

## 5. Follow-Up / Review Date

## 6. Comments / Notes

Additional notes or comments...