

# Lean Six Sigma Assessment Document

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Consultant: \_\_\_\_\_

## 1. Executive Summary

Brief overview of the assessment purpose, scope, and key findings.

## 2. Assessment Scope

- Departments/Processes Assessed: \_\_\_\_\_
- Assessment Methodologies: Interviews, Data Analysis, Observations
- Assessment Dates: \_\_\_\_\_

## 3. Current State Analysis

### Key Observations

- Process flows, inefficiencies, and bottlenecks
- Data-driven performance metrics
- Cultural and organizational readiness for improvement

### Summary Table

Process Area	Current Performance	Identified Issues
_____	_____	_____
_____	_____	_____

## 4. Gap Analysis

- Comparison of current performance vs. benchmarks
- Root causes of performance gaps

## 5. Recommendations

- Potential Lean Six Sigma projects
- Quick wins and long-term opportunities
- Training and capability development needs
- Sustainability actions

## 6. Next Steps

- Project prioritization
- Timeline for improvement initiatives
- Stakeholder alignment sessions

## 7. Signatures

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Consultant

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Client