A3 Innovation Tracking Worksheet

Title:	Team:	Fresh eyes:	Start date:
Owner:		Subject experts:	Follow up date:
Coach:			

PLAN

Identify Opportunities *(What is the problem or gap? Is there a case for change?)*

Root Causes *(What is causing the problem?)*

Generate Ideas: *(What are the variety of ways to resolve the issue?)*

Evaluate solutions: *(Voting results? Priority/Payoff results? Consensus built?)*

DO

Prototype or Pilot: *(What resolution can we try? What is the results of the testing?)*

Implementation Plan: *(What can we start or stop doing? Who? By when?)*

What	Who	When	Status

STUDY

Metrics: *(How will we test or measure if the resolution worked?)*

ACT/ADJUST

Follow-up Plan: *(Did the improvement plan work? What else can we try?)*

Stakeholder Signatures: