

Kaizen – Action Plan

Reason / Purpose: _____

Location / Area / Equipment: _____

| Stages | Action Plan Details | Responsible | Time Boundary | Resources | Benefits Times / Rs. | Communication Plan |
|--------|---------------------|-------------|---------------|-----------|----------------------|--------------------|
| 01 | | | | | | |
| 01-A | | | | | | |
| 02 | | | | | | |
| 02-B | | | | | | |
| | | | | | | |

Communication Plan: Details of People involvements & which methods are used.

Resources: Resources cover – humans, equipments, assets, finance, others

Proof / Evidence: _____ (to ensure success or avoid misunderstandings of plan)

Prepared by:

Approved by: