**Six Sigma Project Plan
Template**

Project Plan Title

Company Name

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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## Project Description

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| --- |
| *Provide a concise overview of the Six Sigma project, including its primary objective, key problem areas being addressed, and the expected impact on process efficiency and business outcomes.* |

## Problem Statement

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| *Describe the current challenges impacting the process, including specific inefficiencies, their effects on performance metrics, and how these issues hinder the organization’s ability to achieve its goals.* |

## Goal Statement

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| *Outline the specific targets the Six Sigma project aims to achieve, including measurable improvements in key metrics, the expected timeline, and how these goals will enhance overall process efficiency and business performance.* |

## Project Scope

* **In-Scope Activities**
* *List the specific tasks and process areas that the project will address.*
* **Out of Scope**
* *List the specific tasks and process areas that the project will not address.*

## Key Metrics

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| --- | --- | --- |
| **Metric** | **Baseline Data** | **Target Improvement** |
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## Team Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** | **Name and Title** |
|  |  |  |
| Project Sponsor |  |  |
| Project Champion |  |  |
| Project Manager/Black Belt |  |  |
| Green Belts |  |  |
| Yellow Belts |  |  |
|  |  |  |
|  |  |  |

## DMAIC Phases

|  |  |  |
| --- | --- | --- |
| **Phase** | **Objective** | **Key Activities**  |
|  Define | Clearly define the project’s purpose, scope, and key deliverables. | *
 |
| Measure | Collect data to understand the current state of the customer acquisition process. |  |
| Analyze | Identify root causes of inefficiencies and high acquisition costs. |  |
| Improve | Implement solutions to improve customer acquisition efficiency. |  |
| Control | Sustain improvements. |  |

## Risk Analysis and Mitigation Plan

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| --- | --- | --- | --- |
| **Risk** | **Impact** | **Mitigation Plan** | **Likelihood** |
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## Financial Impact

*Describe the anticipated cost savings, revenue increases, and overall financial benefits of the project.*

* **Cost Reduction:**
* **Increased Conversion Rate:**
* **Return on Investment (ROI):**
* **Long-Term Impact:**

## Control Plan

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| *Outline the measures that will be put in place to sustain the improvements.* |

## Stakeholder Communication Plan

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| --- |
| *Detail the approach for keeping stakeholders informed, including the frequency of updates, types of reports, and meeting schedules.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
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## Approvals

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