

CONTINUOUS IMPROVEMENT OPPORTUNITIES

NAME OF DEPARTMENT

Department Charter & General Overview of Business Goals:

Departement Goals & Objectives

#	We want to... (here are some examples)
1	Establish ways to improve the level of communication with customers...
2	Reduce Scrap
3	Eliminate Reducndancy of Efforts
4	Improve Internal or Cross-Functional Communication
5	Other

ACTION ITEMS / TOP 5 PRIORITIES

#	Recommendation	Leader	Due Date	Contact Email
1				
2				
3				
4				
5				

Date Submitted:	
Name	
Email	

Continuous Improvement Idea Submission

NAME OF DEPARTMENT

Please Give a Brief Description of Your Continuous Improvement Idea.

Your Idea Achieves The Following Goal(s)

#	Department Goals & Objectives	Check all that apply	Is your idea repeatable by others?	Is this a one-time or ongoing improvement?
1	Establish ways to improve the level of communication with customers...			
2	Reduce Scrap			
3	Eliminate Redundancy of Efforts	X	Yes	ongoing
4	Improve Internal or Cross-Functional Communication			
5	Other			

Which Department(s) Will Your Idea Impact?

Check	Departments	Check	Departments
X	Accounting & Finance		Marketing
X	Customer Service		Operations/Logistics/Engineering
	Management / Executive Leadership		Purchasing & Supply Chain
	Human Resources		Quality & Safety
	Information Technology		Sales

Describe the current situation/activity and the reason why it should be improved.

What activity will be eliminated or streamlined by your new idea?

Who do you recommend to lead the effort and be involved in the project?

#	Recommend Leader (s)	Recommended Support Team
1		
2		
3		
4		
5		