

# [Insert Project Name] aim statement

Project sponsor: [insert project sponsor]
Project manager: [insert project manager]

## What are we trying to accomplish?

**To**: [What is the goal, purpose, or outcome desired?]

**For**: [Who benefits from the results? What is the scope?]

**So that**: [What are the benefits from achieving this goal?]

**Conditions**: [What requirements or limitations exist?]

## How will we know it’s an improvement?

| Action/event | Measured how? | Target |
| --- | --- | --- |
| [How will you measure success?] |  |  |

## What actions can we take to achieve the improvement?

**By**: [How will you achieve the result? What is your basic approach?]

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