






DMVA LEAN Champion David Callahan: david.callahan@dmva.state.co.us or 720-250-1507

Administrative Data			
Project Name:		Start Date:	
Who Is Involved:		End Date:	
POC:	Number:	Email:	
Problem (1-2 Sentences)			
Categories of Lean Measures			
		Current State	Future State
<i>Time Savings</i> to Government or Customer			
<i>Cost Savings</i> to Government or Customer			
<i>Quality Improvement</i> to Government or Customer			
Savings = Current State – Future State			
Time Savings Realized			
Cost Savings Realized			
Quality Improvements Realized			
Wastes Observed (Check All That Apply)			
<input type="checkbox"/>	Waiting (to process, for signature, or approval)	<input type="checkbox"/>	Processing (steps that don't add value)
<input type="checkbox"/>	Overproduction (of products or services)	<input type="checkbox"/>	Inventory (of excess products or actions to complete)
<input type="checkbox"/>	Rework (because of defects or changes)	<input type="checkbox"/>	Intellect (of employees underutilized)
<input type="checkbox"/>	Motion (that could be reduced or eliminated)	<input type="checkbox"/>	Transportation (of product or services)
Action (What Did You Do?) 1-2 Sentences			
Results (How is Everyone Better Off?) 1-2 Sentences			
Lessons Learned			