* Where else could this solution be applied?
* How will the improved state be standardised and communicated?
* Follow on work recommended or required
* Stakeholder endorsement

**Follow up actions & Endorsement**

* Measurable results achieved (or will be measured to verify effectiveness)
* Sustainability evidence or measures – actions made to help sustain
* Responsibility for ongoing measurement
* Issues that arose (resolved or unresolved)
* Lesson learned
* Personal reflections

**Effect confirmation**

* Graphical depiction of the most likely root causes

**Root cause & Gap analysis**

* Diagram of ideal state
* Measurable targets
* Evidence that improvement is successful

**Countermeasures – Implementation plan**

**Owner: Person accountable for results**

* What, who, when, where?
* Methodology adopted, tools and techniques used
* Gantt chart or project plan
* Project organisation
* Resourcing
* Context
* Problem statement
* Role played, responsibilities
* Strategic linkage, relevance
* Dates, timings

**Current condition**

* Current situation or process
* Diagram or map
* Extent of the problem
* Key metrics

**Target condition**

**Background**

**Theme: Area of focus; project title**