

Ongoing Improvement Project Outline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Outline for Ongoing Improvement Project

1. Project Overview

[Brief description of the project and its goals]

2. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Scope

[Description of the scope of the project including what is included and excluded]

4. Timeline

[Insert project timeline with key milestones]

5. Resources Required

[List of resources needed to complete the project]

6. Evaluation Metrics

[Outline the metrics that will be used to assess the project's success]

7. Next Steps

[Detail the immediate next steps and any actions required from the recipient]

Thank you for your attention to this ongoing improvement project.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]